

Fort McPherson Regulation 210-5

Installation
Regulation,
Policy, and Procedures



Headquarters,
Department of the Army
Fort McPherson, GA
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Department of the Army
Headquarters, Fort McPherson
1386 Troop Row SW
Fort McPherson, Georgia 30330-1069

INSTALLATION REGULATION, POLICY, AND PROCEDURES

Summary: This regulation provides policies and guidance that is directive in nature, and pertains to Fort McPherson, Fort Gillem, and the US Army Recreation Area, Lake Allatoona, GA (collectively referred to hereinafter as "the installation"). It updates Discipline, Law and Order, Housing, Maintenance/Supplies, Facilities, and Miscellaneous items.


Applicability: This regulation applies to all military personnel, their family members, civilians, customers, partners, and contractors who perform duties, reside, utilize facilities, and/or enter and travel on the installation. All provisions of this regulation are punitive with regard to individuals who are subject to the Uniform Code of Military Justice. A violation of any such provision is separately punishable as a violation of a lawful general regulation under Article 92, Uniform Code of Military Justice. Penalties for violating any of these provisions include the full range of statutory and regulatory sanctions, both criminal and administrative. Violations by civilian employees may be the basis for appropriate disciplinary action.

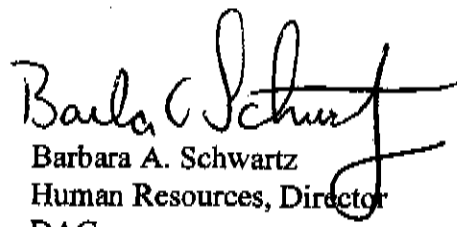
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Interim Changes: Interim changes to this regulation are not official unless they are authenticated by the Garrison Administration Office, Fort McPherson. Users will destroy interim changes on their

expiration dates unless sooner superseded or rescinded.

Suggested improvements: The proponent of this regulation is the Garrison Administration Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to
CDR, US Army Garrison,
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TABLE OF CONTENTS

Chapter 1		3-17. Uniform, Wear of Battle	
Introduction		Dress Uniform	25
1-1. Purpose	5	3-18. PT Uniform Policies	25
1-2. Responsibilities	5	3-19. Hitchhiking	26
1-3. References	5	3-20. Littering	26
1-4. Directives/Punitive Nature	5	3-21. Demonstrations, Public	
1-5. Installation Commander	5	Persuasion, Distribution of Written	
		Material	26
Chapter 2		3-22. Hand-Carried Radios and	
Emergency Operations		Electronic Sound Devices	28
2-1. Emergency Notification	5	3-23. Cell Phones	28
2-2. Fire and Spills	5	3-24. Towing and Impoundment	28
2-3. Crime, Accidents and/or		3-25. Photography	28
Serious Injury	5		
2-4. Severe Weather	5	Chapter 4	
2-5. Bomb Threats	6	Housing	
2-6. Evacuation	7	4-1. Unaccompanied Personnel	
2-7. Search	7	Housing (PVT-SSG) Single Bachelor	
2-8. Assembly Areas	8	Quarters (Permanent Party)	29
2-9. Plan for Emergency		4-2. Standards for Unaccompanied	
Safeguarding of Classified Material	8	Personnel (PVT-SSG) Single Soldier	
		Housing	30
Chapter 3		4-3. Family Housing Management	35
Discipline, Law and Order		4-4. Transient Housing (Lodging	
3-1. Police Services	8	Management)	37
3-2. Alcohol, Sale of	9		
3-3. Supervision of Juveniles;		Chapter 5	
Curfew	9	Fire Service and Prevention	
3-4. Drug Paraphernalia	10	5-1. Fire Prevention and Emergency	
3-5. Firearms/Weapons	10	Services	38
3-6. Running	14	5-2. Fire Prevention and Protection	38
3-7. Juvenile Offenders	15	5-3. Key Control for Real	
3-8. Motorcycle/All Terrain		Property Facilities	43
Vehicle/Bicycle Operation	18	5-4. Use of Chemicals and	
3-9. Motor Vehicle Accidents	19	Other Hazardous Materials	43
3-10. Motor Vehicle Operation	20	5-5. Waste Disposal	44
3-11. Motor Vehicle Registration	20		
3-12. Parking	20	Chapter 6	
3-13. Pedestrians	24	Facilities	
3-14. Quarters Security Checks	24	6-1. Post Exchanges	44
3-15. Suspension/Revocation of		6-2. Commissaries	44
On-Post Driving Privileges	24	6-3. Training Areas	45
3-16. Sale of Tobacco Products	25	6-4. Hedekin Field	46

6-5. Theater	46
6-6. Range	46
6-7. Forts McPherson and Gillem Marquees	47
6-8. Fort Gillem Vehicle Resale Lot	47
6-9. Veterinary Treatment Facility (VTF)	47

Chapter 7

Miscellaneous

7-1. Reveille and Retreat	48
7-2. Smoking/Tobacco Products	48
7-3. Commercial Solicitation	50
7-4. Fundraising	50
7-5. Alcohol and Drug use for Civilian Employees	51
7-6. Workers' Compensation Procedures	51
7-7. Helicopter Operations	52

Chapter 8

Installation Crime Prevention Program

8-1. Goal	52
8-2. Applicability	52
8-3. Responsibilities	52
8-4. Types of Prevention	53
8-5. Crime Prevention Precautions	54
8-6. Security of Personal Funds	55
8-7. Security of Private Property in Government Quarters	55
8-8. Privately Owned and Government Vehicles	55

Chapter 9

Facility Occupants/Customers

9-1. General	55
9-2. Occupants/Customers/Partners Responsibilities	56
9-3. Space Utilization	57
9-4. Meetings	58

Chapter 10

Installation Access

10-1. Installation Access	59
10-2. Authorized Gates	59
10-3. Special Vehicle Requirements	59
10-4. Pedestrians/Motorcycles Bicycles	59

Appendix A

Required Publications	A-1
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Related Publications	A-2
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Figure 1

Chapter 1 INTRODUCTION

1-1. PURPOSE

This regulation provides reference and sets forth policies and guidance, directive in nature, pertinent to Fort McPherson, Fort Gillem, and the US Army Recreation Area, Lake Allatoona, GA (collectively referred to as "the installation").

1-2. RESPONSIBILITIES

All persons identified in the applicability statement will become familiar with this regulation and understand and comply with its provisions. Each military member and civilian employee is charged with the responsibility of ensuring that members of his/her family, guests, and domestic employees abide by this regulation.

1-3. REFERENCES

Required and related publications are listed in Appendix A.

1-4. DIRECTIVES/PUNITIVE IN NATURE

This regulation applies to all military and civilian personnel who perform duties, reside, and/or utilize facilities at Forts McPherson/Gillem and Lake Allatoona, Georgia. All military and civilian personnel will familiarize themselves thoroughly with the provisions of this regulation. Provisions of this regulation printed in bold italics are directive or punitive in nature. Violation of these provisions may provide a basis for disciplinary action under the Uniform Code of Military Justice or other Federal Law. In addition, appropriate administrative disciplinary action may be taken against both civilian and military personnel.

1-5. INSTALLATION COMMANDER

As used in this regulation, the Installation Commander, refers to the Commander, US Army Garrison, Forts McPherson and Gillem.

It includes any individual serving as acting commander in accordance with (IAW) Army Regulation (AR) 600-20, Army Command Policy.

Chapter 2 EMERGENCY OPERATIONS

2-1. EMERGENCY NOTIFICATION

If there is an emergency of any type, immediately notify the Directorate of Emergency Services (DES) by calling 911 from an installation phone or call the Police Station at Fort McPherson (404-464-2281) or at Fort Gillem (404-469-5981). Dialing 911 from a cell phone will not reach the Police Station. Emergencies include fires, accidents, spills of hazardous chemicals, or bomb threats. The DES may also be notified by going directly to Building 102, at Fort McPherson, or Building 104, at Fort Gillem.

2-2. FIRE AND SPILLS

The Fire Department at Forts McPherson/Gillem must respond to fires and to spills that may impact the environment or constitute some other health risk. Notify the DES of the fire or spill immediately. The DES will contact the Fire Department and the Base Realignment and Closure (BRAC), Environmental Division.

2-3. CRIME, ACCIDENTS AND/OR SERIOUS INJURY

To obtain assistance and/or report a crime, accidents, and/or serious injury, contact the DES as described under 2-1 Emergency Notification, of this regulation. Detailed information regarding the DES Police responsibilities are at paragraph 3-1. POLICE SERVICES, of this regulation.

2-4. SEVERE WEATHER

Severe weather conditions may be considered an emergency. Severe weather conditions are monitored and response actions are coordinated

by Directorate of Plans, Training, Mobilization & Security (DPTMS), DES, and the Lawrence Joel Army Health Clinic (LJAH), Preventive Medicine Section, are included in coordination when necessary. Appropriate action and procedures during severe weather can be found in the Severe Weather Plan, which is located at <http://macgil.mcpherson.army.mil>, website.

2-5. BOMB THREATS

Garrison-wide procedures can be found in the Installation Crisis Management Plan (ICMP).

a. Periodic Inspections. As a matter of course, buildings should be inspected on a regular basis (i.e., opening and closing of business) for suspicious items and vulnerable areas that should be kept secured to prevent unauthorized entry (i.e., supply and boiler rooms). These inspections can easily be incorporated into the daily checks required by the office security manager and inspections in support of the energy conservation program.

b. Threat received by telephone.

(1) The most common type of bomb threat is the telephonic threat by an anonymous caller. Regardless of past false threats, each call must be taken seriously and immediately acted upon without causing panic. The person receiving the bomb threat via phone should attempt to alert their supervisor of the call.

(2) The "bomb threat signal" should be uniformly known and understood and used to quickly alert other personnel of the situation. The signal is a clenched fist, palm up, followed by an extension of the fingers, while moving the hand rapidly upwards.

(3) Upon receiving an anonymous bomb warning or threat, the person receiving the call should attempt to complete the "Bomb Threat Report Form, IMSE-MPH Form 380-E", located at Figure 1, page 62 of the Forts McPherson/Gillem telephone directory. Notify the DES at 404-464-2281/2282 and DPTMS, Operations Division, at 404-464-3358/4440). The agency/office standard and/or standing

operating procedures (SOPs) determine subsequent actions. Immediate action may include search without evacuation, movement of personnel within the establishment, partial evacuation, or total evacuation.

(4) The bomb threat report form should be accessible to all telephone users in all installation buildings. Completed form(s) should be provided to responding Police personnel.

(5) The bomb threat caller is the best source of information about the bomb. When a bomb threat is received:

(a) Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record the conversation when the phone has the capability.

(b) If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.

(c) Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

(d) Pay particular attention to background noises, such as motors running, music playing, and any other noise, which may give a clue as to the location of the caller.

(e) Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. If the bomb threat signal has not been given, immediately after the caller hangs up, report the threat to the section chief. He/she will notify the DES.

(f) The sequence of notification is determined by agency/office SOP. The individual(s) who receive the call should remain available, as law enforcement personnel will want to conduct an interview.

c. Written Threat.

(1) When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must

be made to retain evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.

(2) While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.

(3) All material will be turned over to the DES for further processing.

2-6. EVACUATION

Personnel may be required to evacuate the installation(s) in the event of severe weather, bomb, and/or terrorist threats. Information regarding evacuation procedures can be found in the ICMF. In addition, all Fire Marshals are required to ensure that Emergency Action Plans (EAPs) are written, trained and implemented for their assigned areas. Evacuation information can also be found in the EAPs. Additional information regarding Fire Marshals' responsibilities can be found in Chapter 5, this regulation.

a. The decision to evacuate will be made by the individual in charge of the facility or his/her direct representative after the circumstances have been evaluated. The Police will not make this decision. In the case of a bomb threat, evacuation should be completed not later than fifteen minutes prior to the reported time of detonation.

b. When evacuation of a building has been ordered, do not turn on or off any electrical appliances because of the possibility of detonating an electrical blasting cap.

c. If possible, all doors and windows should be opened to reduce blast effect should the bomb detonate.

d. All personnel not designated by the office supervisor to assist in a preliminary search will proceed in an orderly manner, via pre-designated evacuation routes to assembly areas where they will remain pending further

instructions. Assembly areas should be at least 300 meters from the building and shielded by other buildings or obstacles, if possible.

e. All parked vehicles will remain parked. No attempt will be made to move these vehicles unless requested by Police or Explosive Ordinance Disposal (EOD) personnel.

f. Remove items such as briefcases, lunch boxes, gym bags, etc., brought into the building. This will prevent unnecessary search and save time.

g. Secure all classified material in a manner appropriate for emergency situations (See Paragraph 2-9).

h. Personnel will not re-enter the building until the "ALL CLEAR" is announced by Police, Fire, or EOD Personnel First Responders in charge of security operations.

2-7. SEARCH

Time permitting, personnel in the threatened facility are responsible for conducting an expedient, thorough search of their individual areas prior to evacuating the facility. Other individuals designated by the section chief will search common open areas and be available to assist Police and EOD personnel upon request. During this preliminary search the following procedures will be followed.

a. Individuals most familiar with the area will conduct the search.

b. Searchers will be kept to a minimum; however, sufficient searchers will be utilized to conduct a quick and efficient search.

c. Searchers will look for unusual items, which could be a suspected bomb (i.e., packages).

d. Teams of two are recommended to conduct searches outside the immediate work area.

e. If a suspected bomb is located, additional searchers will be kept away from the located item and continue their search. Remember that the discovery of one device should not

necessarily cause the search to be stopped, there could be more than one explosive device used or decoys may have been employed.

f. A search should not be terminated until the item(s) is/are discovered, the area is completely checked, or the reported time for detonation is near. As a general rule, the search will be suspended not later than fifteen (15) minutes prior to time of anticipated detonation.

g. Radios or cellular telephones will not be used for communication because of the possibility of detonating an electric blasting cap by electronic transmission. Radios, to include portable radios used by police security personnel, will not be used within 150 feet of the threatened area. The same prohibition applies to sirens on emergency vehicles.

2-8. ASSEMBLY AREAS

Coordination and control of personnel is very important. One or more assembly areas will be pre-planned and established as necessary, each at least 300 meters from the affected area with a responsible senior person in charge. Actions by the senior person at these assembly areas will include the following:

- a. Making a physical count of personnel at the assembly area to account for everyone.
- b. Keeping all personnel together at the assembly area.
- c. Keeping unauthorized personnel at least 300 meters from the building.

2-9. PLAN FOR EMERGENCY SAFEGUARDING OF CLASSIFIED MATERIAL

Classified material must be safeguarded from the threat of loss/compromise due to enemy action, civil disturbance, or natural disaster. This plan addresses actions to be taken to safeguard classified material in the event of the above situations.

- a. When circumstances permit securing of classified material:

- (1) Place classified material at your work area into the nearest GSA-approved container. Lock the container and vacate the building or seek shelter.

- (2) The senior representative present will ensure all security containers in his/her area of responsibility are locked prior to vacating the building.

b. When circumstances do not permit securing of classified material:

- (1) Pick up classified material at your area and carry it with you as you vacate the building or seek shelter.

- (2) Protect classified material in your possession. Personnel carrying classified material to the assembly point will notify unit/organization security manager or the senior representative present to receive instructions for securing the classified material.

- (3) In the event of such an acute emergency that evacuation of the building is urgent, it may be necessary to leave classified material unsecured in the building. In this event, the person leaving the classified material unsecured will advise the unit/organization security manager or the senior representative present as soon as possible after exiting the building and reaching safety. The senior representative or the unit/organization security manager will immediately advise the installation Security Office.

Chapter 3

DISCIPLINE, LAW AND ORDER

3-1. POLICE SERVICES.

In case of emergency, call 911 from an installation telephone. Dialing 911 from a cell phone will not reach the Police Station. In all cases where a crime, accident, or serious injury occurs on the installation or is alleged, an immediate oral notification will be made by persons having knowledge thereof to the DES:

Phone: (404) 464-2281/2282 at Fort McPherson, and (404) 469-5981/5982, at Fort Gillem.

3-2. ALCOHOL, SALE OF

Alcoholic beverages will not be served by the drink to on-duty service members in uniform, or consumed by on-duty service members in uniform, during normal duty hours (0630-1630) seven days a week. This policy will be in effect at the Community Clubs, snack bars, Army Air Force Exchange Service (AAFES) cafeteria, and food outlets at Forts McPherson and Gillem. This does not restrict AAFES sale of packaged alcoholic beverages intended for off-duty consumption.

a. This policy does not forbid the dispensing of alcohol to service members who are not on duty or to other authorized patrons. It is the individual responsibility of each service member to comply with this policy. Service members who are on duty at times not required to wear a uniform must abide by this policy.

b. Alcohol servers will not make determinations as to the duty status of an individual. During the normal duty hours, 0630-1630, they will not serve alcoholic beverages by the drink to service members in uniform. At other times, if a patron appears to be on duty, alcohol servers will remind the patron of the policy. Drinking in uniform is permissible after duty hours.

c. In accordance with Army Regulation (AR) 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities, paragraph 7-14h (1), unit parties involving consumption of alcoholic beverages on post by service members on duty (during assigned duty hours) must be approved by the Installation Commander.

d. Commanders are responsible for preventing excessive consumption of alcohol at all unit functions. A limit of two drinks per hour per person will be imposed on all unit functions. Individuals who appear intoxicated

will be denied alcoholic beverages.

Commanders will take specific action to prevent DUIs or DWIs from occurring as a result of consumption of alcohol at unit parties.

e. The consumption of alcoholic beverages in public areas on the installation is prohibited, except for facilities authorized by law, regulation, the Installation Commander, or his/her delegate to sell alcohol, for on-premises consumption, and for special events approved by the Installation Commander or a designee. Such facilities include non-appropriated fund MWR facilities. Residential houses and the surrounding yard area are excluded from this prohibition.

f. Requests for exception to this regulation or approval to provide alcohol in public areas must be submitted in writing to:

COMMANDER (IMSE-MPH-ZA)
1386 TROOP ROW, SW, Bldg 65
FORT MCPHERSON, GA 30330

3-3. SUPERVISION OF JUVENILES; CURFEW

Rules of supervision. A juvenile is a person younger than 18 years of age and not emancipated or in the military.

a. Providing proper, timely supervision of a juvenile's activities both inside and outside the home is the parent and/or caretaker's responsibility. They must define and set limits on the juvenile's activities, whereabouts, those with whom he/she is associating, and when he/she will return home.

b. Failure of the parent or caretaker to provide adequate supervision and protection for a juvenile may result in a finding of juvenile neglect due to inadequate supervision.

c. Examples of inadequate supervision include: Absence of adequate caretaker; incompetent or incapacitated caretaker; locking a juvenile in or out of the house; leaving a juvenile alone in an automobile; lack of knowledge of a juvenile's whereabouts;

permitting self-destructive behavior; and failure to protect a juvenile from dangerous or violent situations.

d. In accordance with Georgia State Law, Children under 8 years old should never be left alone, even for short periods of time. When not in a school program, children under 8 must be under the direct supervision of a legal guardian, care provider, baby sitter, in a Youth Services/School Age Services/ Child Development Services Program or in an organized youth program under adult supervision. Children between the ages of 9 and 12, based on level of maturity, can be left home alone for brief periods of time. Children 13 and older can generally be left as babysitters, with the exception of children in foster care. It is not recommended, however, that 13 year olds babysit infants, small children and children that require special attention due to medical conditions. Children 15 and older can be left home alone overnight, depending on the level of maturity of the child.

e. Guidelines for children left in motor vehicles.

(1) Children 11 years and younger will not be left unattended in a motor vehicle for any length of time.

(2) Children 12 years and over may be left unattended for not more than 45 minutes, weather permitting.

f. Curfew. All children under the age of 16 will be required to be in quarters between 2230 and 0500, except when accompanied by a parent, guardian or care provider (to include school and youth programs). Any juvenile found in violation of this curfew will be taken to the Police Station where a parent or sponsor will be notified to come and escort the youth back to his or her quarters. Repeated curfew violations may also constitute evidence of misconduct on the part of sponsors and their families who reside on post and may result in administrative action, including termination of quarters.

3-4. DRUG PARAPHERNALIA

General Prohibition. Except in the course of official duty or pursuant to a valid prescription, personnel shall not manufacture, store, package, test, grow, harvest, analyze, compound, conceal, advertise, sell, buy, use, possess, deliver, have custody of, or introduce onto any military area, installation, building or facility, any drug abuse paraphernalia (defined at paragraph b, below) knowing, intending, or under circumstances where one reasonably would know, that the equipment, products, or materials are used, intended for use, or especially designed, modified, or fabricated for use in introducing into the human body a controlled substance as defined in paragraph b, below or for any of the prohibited activities named in this paragraph.

a. Drug Paraphernalia is defined as: All equipment, products, and materials of any kind that are used, intended for use, or especially designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing a controlled substance, or for injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

b. Controlled Substance is defined as: a narcotic or non-narcotic drug which is habit-forming or has a potential for abuse because of its stimulant, depressant, or hallucinogenic effect as determined by the Attorney General of the United States as defined in 21 US Code 801, et seq (chapter 13), marijuana (21 US Code 802 (16)).

3-5. FIREARMS/WEAPONS

a. This policy applies to all military and civilian personnel who perform duties, reside, and/or utilize the facilities on the installation. All military and civilian personnel will familiarize themselves thoroughly with the provisions of this policy.

b. Nothing in this policy shall be construed as to restrict the possession or use of firearms and other weapons by Military and/or authorized DA Civilian personnel using military/government issued weapons in the proper performance of their duties.

c. Prohibited Weapons. It is prohibited to possess, transport, store, trade, or sell any of the below listed personally owned weapons/ammunition on the installation. Prohibited items are subject to seizure and will be destroyed or disposed of through appropriate military law enforcement channels upon completion of the criminal investigation, prosecution or other disposition of the misconduct.

(1) Armor Piercing Ammunition

(2) Cane swords and/or other instruments with sharp points or blades that are disguised to appear innocuous, but were manufactured or modified for the purpose of stabbing or cutting. The only exceptions are ceremonial military swords being transported to and from an authorized function.

(3) Clubs such as nightsticks, saps, slappers, blackjacks, numb chucks, tomahawks, and/or other devices that were made, designed or adapted to inflict serious bodily harm or death to a person.

(4) Explosive devices or the components of such devices.

(5) Automatic weapons.

(6) Weapons in which the importers' or manufacturers' serial number has been removed or altered.

(7) Silencers.

(8) Hoax bombs.

(9) Knives with blades longer than 5½ inches in length, or knives that automatically release or open from the handle (switch blades knives, see glossary), daggers (to include but not limited to a dirk, stiletto, and poniard), bowie knives, martial arts throwing stars, and/or other knives/devices that were designed or adapted to stab or cut when thrown. The only exceptions

are knives that are manufactured for preparing foods or for other legal purposes; and ceremonial knives being transported to and from an authorized function.

(10) Devices that were made, designed, or adapted to be worn over the knuckles or cuffed in the hand for the purpose of causing serious bodily injury or death by striking another person with a fist.

(11) Shooting pens or other pressure, spring or percussion type devices that were designed to appear innocuous, but were manufactured or adapted for the purpose of discharging a projectile, producing an electrical shock, or producing a toxic agent that can cause serious bodily injury or death.

(12) Illegal or unauthorized war trophies.

(13) Blow guns or similar devices that expel a dart or other object that can cause serious bodily injury or death.

(14) Zip guns.

(15) Chemical dispensing devices that were manufactured designed or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. The only exception is small non-toxic chemical dispensers sold commercially for self-protection.

(16) Tasers or similar devices designed to produce an electrical shock.

(17) Any other weapon/firearm that is prohibited by Federal and/or Georgia law.

d. Fireworks. The introduction, possession, or use of explosives, pyrotechnics, or fireworks is prohibited on the installation except for authorized military training and for public demonstrations approved by the Installation Commander. All such demonstrations or training must be coordinated through DPTMS, reviewed by the Installation Safety Office, and approved by the Installation Commander.

e. Prohibited Acts Associated with a Weapon. It is strictly forbidden for anyone to execute or attempt to execute any of the following acts while on the installation.

(1) Use or otherwise possess weapons while:

(a) Intoxicated.

(b) Under the age of eighteen, except minors under the supervision of an adult, at an authorized location or function.

(c) Under indictment for a crime punishable by more than 1 year imprisonment or a felon who has been convicted and imprisoned for more than 1 year.

(d) A fugitive from justice.

(e) An unlawful user of, or addicted to controlled substances (as defined in section 102 of the Controlled Substance Act - 21 USC. 802).

(f) A patient of a mental institution, or a person adjudicated as a mental defective.

(g) An alien illegally in the United States.

(h) In the commission of an unlawful act.

(2) Give, sell, loan, lease, or trade a weapon to anyone who has been discharged from the armed forces under dishonorable conditions, or who was a citizen of the United States and renounced his/her citizenship.

(3) Illegally brandish or display a weapon in a threatening or menacing manner.

(4) Carry a personally owned weapon while performing military duties.

(5) Store or otherwise maintain a weapon where it is easily accessible to children, or other unauthorized persons.

(6) Transport, store, or possess a loaded weapon unless authorized by this policy.

(7) Possess, transport, or store a weapon while participating in field training exercises.

(8) Discharge any weapon, except as duly authorized by competent authority, at ceremonial functions.

(9) Possess or store a knife with a blade longer than three-inches in the living areas of the Audie Murphy Barracks Complex, offices, or other administrative areas, with the exception of unit arms rooms.

f. Concealed Firearms/Weapons.

The carrying of any concealed firearm or weapon is prohibited on the installation except

in the following circumstances:

(1) Military or DA Police Officers, and Criminal Investigation Division (CID) Agents may carry their government issued weapon on their person and/or in a concealed manner when required in official duties and when specifically authorized in the installation by the Director of Emergency Services.

(2) Civilian law enforcement personnel performing official duties on the installation.

(3) Small pocket knives designed for household/work that are not otherwise prohibited by this policy.

g. Registration.

(1) All personnel living in Government quarters are required to register any privately owned weapon with the Director Of Emergency Services (DES), bldg. 181 or 312 on the installation or bldg. 104 on Fort Gillem within three duty days after purchase or receipt in a shipment of household goods. The actual weapon is not needed to register.

(a) Registration will be valid through the service member's tour of duty at the installation. Personnel leaving the installation due to permanent change of station (PCS) or expiration term of service (ETS) will clear through the DES as part of out-processing.

(b) Any sale or transfer of a registered weapon by an individual residing on the installation will be reported to the DES by the seller within three duty days after such transfer or sale.

(c) The installation DES and unit commander may refuse or terminate registration and withdraw authorization to maintain a weapon on post when reasonable cause exists to believe that such refusal or termination will best serve the interests of the Army, or supports the preservation of good order, safety, health, or discipline on the installation.

(2) If purchased and maintained off the installation, registration of the weapon is recommended, but not required.

(3) Personnel not living on the installation

who are transporting weapons onto the installation for an authorized purpose. LAW the provisions of this policy are not required to register their weapon with the DES.

(4) All personnel must ensure that their weapons are properly registered in accordance with local and state law and/or policy.

(5) All military personnel in the grade of E-6 and below must obtain their commander's signature granting permission to store a weapon by signing the DES Firearms Registration form. Commanders may refuse to grant permission under the following circumstances:

(a) The service member or a family member living in quarters is under criminal investigation by military or civilian authorities for any non-traffic offense or has been the subject of a founded criminal investigation involving violence or threat of violence.

(b) The service member is pending a discharge for misconduct under AR 635-200, chapter 10 or chapter 14, or those pending discharge under AR 635-200, chapter 5, paragraph 5-13.

(c) The service member or a family member living in quarters is undergoing mental health counseling or treatment for condition indicative of severe existing or potential emotional instability or propensity for violence.

(d) The commander receives direct evidence from a reliable source that the service member or a family member living in quarters has exhibited behavior suggestive of severe emotional or mental disturbance, which reasonably indicates the weapon will be used improperly.

(e) The service member or family member living in quarters has been convicted of a military or civilian offense punishable by imprisonment of one year or more.

(f) The commander deems that allowing weapons to be stored in family quarters is not in the best interest of the US Army.

h. Storage.

(1) Authorized weapons may be stored in family quarters under the following conditions:

(a) Weapons must not be loaded.

(b) Weapons must be stored in a locked container or cabinet, and not accessible to children or other unauthorized persons.

(c) Ammunition and hard tipped arrows must be stored separately from firearms and bows.

(2) Military personnel in the grade of E-6 and below must obtain their commander's signature granting permission to store a weapon in family quarters.

(3) Personnel residing in the Audie Murphy Complex (Bldgs. 475, 476, 477) must store their POW(s) in the DES Arms Room, located in bldg. 483.

(4) Commanders may direct that firearms be kept in their unit arms room if any of the conditions described in paragraphs 9e(1) through 5c(6) exist.

i. Transportation.

(1) Authorized weapons may be transported onto, through, and/or on the installation only for the following reasons.

(a) Directly to/from authorized hunting areas during designated hunting seasons.

(b) Directly to/from an authorized function or range approved by the Directorate of Plans, Training, Mobilization, and Security (DPTMS).

(c) En route to an off post location (if the POW is legally on the installation).

(d) Directly to an authorized storage location (i.e. arms room, residence, etc.).

(2) Firearms will be transported in the following manner.

(a) UNLOADED. Muzzle loading firearms will be considered as unloaded when the ignition system (cap or powder in pan) is removed.

(b) When transported in a sedan, firearms and ammunition will be carried in the trunk.

(c) When transported in a truck, van, or vehicle which does not have a trunk or enclosed

cargo area capable of being locked, firearms and ammunition may be carried in the vehicle's passenger compartment provided the weapon and ammunition are separated, in a secured case, and in open view.

(d) Rifles and shotguns carried in the passenger compartment of a vehicle will have the bolts removed, or the action locked in the open position. Rifles and shotguns transported in locked storage compartments may be transported with the bolts or actions closed.

(e) Crossbows will be transported consistent with other firearms. Additionally, crossbows will be uncocked and bolts or arrows will not be notched.

j. Law Enforcement Exception. Local, state, and federal law enforcement personnel who are legally required and/or authorized to carry firearms are exempt from the requirements in paragraph 10 provided such persons:

a. Are in possession of valid badge and credentials from a recognized law enforcement agency.

b. Are in the conduct of official duties as verified by the DES. Official duties may include, but are not limited to, utilizing facilities to which they may be authorized services, such as attending college courses at the Education Center or patronizing AAFES facilities.

c. Are in possession of a legal weapon.

k. Commanders' Responsibilities.

(1) Ensure privately owned weapons and ammunition stored in unit arms rooms are in locked containers separate from military arms, ammunition, and explosives IAW AR 190- 11, paragraph 4-5, AR 190-11 and paragraph 9-10, DA Pam 710-2-1.

(2) Post applicable local and state information on registration, ownership, possession of weapons, and ammunition on unit/organizational bulletin boards.

(3) Ensure that all newly assigned personnel are briefed on this policy.

(4) Exceptions must be approved in writing by the installation DES.

3-6. RUNNING

1. Runners, joggers, and walkers must utilize sidewalks when available. When sidewalks are unavailable, runners, joggers, and walkers must run or walk facing oncoming traffic and cross roadways at marked crosswalks. If crossing roadways at unmarked areas, they must yield the right of way to oncoming vehicles. Runners, joggers, and walkers will not run, jog or walk more than three abreast and will go to single file as vehicles approach. Soldiers in troop formation may continue three abreast, with traffic yielding the right of way.

a. During periods of limited visibility, runners, joggers or walkers, to include troop formations, must wear bright, fluorescent, or reflective personal protective equipment, such as reflective belts, or vests. Issued reflective belts will be worn diagonally across the body from the right shoulder to the left hip or around the waist. All persons must wear shirts while exercising on post.

b. IAW AR 385-10, the use of headphones or earphones while walking, jogging, skating, or bicycling on installation roads and streets is prohibited.

c. Units running in formation will run with the flow of traffic and use road guides posted 35 feet to the front and the rear of the formation with flashlights and reflector gear. Exceptions to this policy must be coordinated with the DES.

d. IAW AR 600-25, all persons will stop and render honors to the flag during the conduct of reveille and retreat (0630 and 1700 daily).

e. Fort McPherson: Cobb Street is off limits to groups or units exercising from 0630 - 0800 and from 1530 - 1800 Monday through Friday. Colquitt Street is off limits to nonresident exercisers at all times. Running on Golf course/cart paths is prohibited.

f. Fort Gillem: Jogging or exercising along Hood Avenue is strictly prohibited. Additionally, due to the heavy volume of commercial, multiwheeled vehicles, jogging or exercising between warehouses is also prohibited. The installation's perimeter road, which is off limits to vehicular traffic, is a suitable substitute. The abandoned airstrip is off limits to jogging/exercising and vehicular traffic.

g. The singing of cadence is prohibited in all housing areas.

3-7. JUVENILE OFFENDERS

The Juvenile Offender's Case Management Team (JOCMT), establishes uniform administrative policies and procedures for the disposition of crimes, violations of regulations and directives, and other acts of misconduct committed by juveniles on the installation.

a. Purpose. To provide for the disposition of cases involving juveniles and to deter juvenile offenders.

b. Definition of Terms.

(1) Sponsor: A parent, guardian, custodian, or Department of Defense (DoD) ID cardholder upon whom a juvenile's identification (ID) card privileges are based, or through whom an unaffiliated juvenile accesses the installation.

(2) Juvenile: Any person under the age of eighteen who has not been emancipated or is not in the military.

(3) Juvenile Offender: A juvenile who JOCMT determines committed a criminal act, violated any regulation or directive, or committed any other form of misconduct.

(4) Unaffiliated Juvenile: A juvenile who is not entitled to a DoD issued ID card. This individual's status is that of a visitor or a guest.

(5) Army Community Service (ACS) Caseworker. ACS Staff Member assigned to each case.

(6) The Juvenile Offender's Case Management Team (JOCMT): Reviews evidence of alleged juvenile misconduct on the installation, makes findings, and determines sanctions appropriate for the misconduct committed. JOCMT voting members are the Army Community Service Officer (ACSO), Director of Emergency Services (DES), Chaplain, Staff Judge Advocate (SJA), Adjutant General (AG), Lawrence Joel Army Health Clinic (LJAH) Commander, and the Installation Command Sergeant Major (CSM), or their respective designees.

(7) Installation Commander: The Commander, US Army Garrison, Fort McPherson, Georgia.

(8) Installation Command Sergeant Major: The Command Sergeant Major, US Army Garrison, Fort McPherson, Georgia.

(9) Staff Judge Advocate (SJA): The Staff Judge Advocate, US Army Garrison, Fort McPherson, Georgia.

(10) Chaplain: Installation Chaplain, US Army Garrison, Fort McPherson, Georgia.

(11) Military Justice (MJ) Paralegal: Member of SJA's military justice team.

(12) Installation: Fort McPherson, Fort Gillem, Lake Allatoona Recreation Area, and all posts, camps, stations, installations, recreational areas, training areas, arsenals, and other lands under the direction, supervision, jurisdiction, and/or control of the Installation Commander.

c. Responsibilities.

(1) Installation Commander: Is responsible for the morale, welfare, security, and safety of the installation and all individuals entitled to enter upon the installation.

Applicable laws and regulations authorize the Installation Commander to resolve incidents of misconduct occurring on the installation.

JOCMT is one tool used by the Installation Commander to resolve incidents of misconduct. He/she appoints voting JOCMT members, appoints separate JOCMTs to review particular alleged incidents of juvenile misconduct, is the

approval authority for debarment actions, and acts on all appeals by juvenile offenders and their sponsors.

(2) DES: Investigates and processes alleged juvenile offender cases IAW this regulation and other applicable laws and regulations; provides the MJ Paralegal all evidence and documentation relating to an act of alleged juvenile misconduct within 15 days after the reported incident occurs, and appoints a voting JOCMT member.

(3) ACSO: Serves as alternate chairperson of JOCMT. Is a voting JOCMT member. Designates an ACS Caseworker for each case of alleged juvenile misconduct.

(4) Staff Judge Advocate: Serves as chairperson, voting JOCMT member, and JOCMT legal advisor. Appoints a MJ Paralegal to record each JOCMT hearing and to prepare a summarized record of each JOCMT hearing.

(5) Military Justice Paralegal: Serves as non-voting JOCMT member. Forwards to the ACS Caseworker complete copies of the evidence and reports on each alleged act of juvenile misconduct within 3 days after receipt of the documents from the PM. Forwards a complete copy of each case report to the JOCMT chairperson not later than 5 days prior to the JOCMT hearing. Records each JOCMT hearing and prepares a summarized record of each JOCMT hearing.

(6) Commander, LJAHC: Appoints a healthcare professional as a voting JOCMT member.

(7) ACS Caseworker. A non-voting member of JOCMT to develop a social history on each juvenile alleged to have committed misconduct within 15 days of receiving the evidence and documentation of misconduct from the MJ Paralegal. Not later than 5 days prior to the scheduled JOCMT hearing, provides the JOCMT chairperson with a complete copy of the social history summary. Presents each case to the JOCMT not later than 60 days after the date of the reported incident occurs. A

social history is not developed for an unaffiliated juvenile.

(8) CSM: Voting JOCMT member.

(9) The Juvenile Offender's Case Management Team: Reviews evidence of alleged juvenile misconduct on the installation, makes findings, and determines sanctions appropriate for the misconduct committed.

d. Policy.

(1) Sponsors are responsible for their dependents and guests. Additionally, juveniles are responsible for their behavior on the installation.

(2) The Installation Commander's policy is to handle juvenile offenders at the lowest appropriate administrative level and to refer only those juveniles committing serious criminal offenses to the United States Attorney for prosecution. JOCMT is the administrative body responsible for evaluating each case of alleged juvenile misconduct, making findings, and setting appropriate corrective action in accordance with existing laws, regulations, and operating procedures.

(3) JOCMT will treat juvenile offenders individually and will process each case on its own merits. Each case will receive the protections afforded by the Privacy Act of 1974 and all other applicable laws, regulations, and operating procedures.

(4) Participation in the JOCMT process by the juvenile and sponsor is purely voluntary. However, JOCMT or the Installation Commander may take adverse administrative action against any juvenile and/or sponsor who fails to fully cooperate in the JOCMT process. Adverse action may include barring the juvenile from the installation until completion of the JOCMT program, and loss of Post Exchange (PX) privileges in cases involving abuse of those privileges, such as shoplifting. Appearance before JOCMT is optional for first-time offenders under the age of ten at the time of the alleged misconduct. Unaffiliated juveniles will not appear before the JOCMT unless authorized in

advance by the JOCMT chairperson. Only the Installation Commander may bar an individual from the installation. Only the Installation Commander or the AAFES manager may bar the individual from AAFES' facilities.

e. Procedure.

(1) The DES will refer all cases involving an alleged juvenile offender to the ACS Caseworker within 15 days after the reported incident occurs.

(2) The ACS Caseworker will interview the juvenile and the parents, or sponsor, if not the parent, guardian, or custodian. The ACS Caseworker will inform the juvenile, parent, and sponsor of the sanctions he/she will recommend that JOCMT impose. The ACS Caseworker will not contact the sponsor of an unaffiliated juvenile, the unaffiliated juvenile, or his/her parents, guardians, or custodians unless directed in advance by the JOCMT chairperson. Unless the JOCMT chairperson directs otherwise, the ACS Caseworker will present each case to the JOCMT not later than 60 days after the reported incident occurs.

(3) The ACSO will notify juveniles, their parents, and their sponsors by certified mail or telephonically of JOCMT procedures; of the rights of the juvenile, parent, and sponsor; and of the date, time, and place of the hearing. Specifically, the juvenile has the right to be advised by civilian counsel, at no expense to the government, to confront witnesses against him/her, to present evidence in his/her own behalf, to be accompanied by parents or a guardian, and to remain silent. The parent and sponsor may then decide whether to have the juvenile make a personal appearance or to accept the findings and sanctions imposed by JOCMT without a hearing. The notice will instruct the sponsor to acknowledge receipt of the notification and elect whether to participate in the JOCMT program. The ACSO will notify the ACS Caseworker not later than 15 days after the sponsor receives the notification of whether the sponsor did or did not respond to the notice.

The ACS Caseworker will then present the case to JOCMT along with a recommendation for disposition. If the Installation Commander bars an individual from the installation or from AAFES' facilities, the ACSO will notify the sponsor by certified mail of the debarment action.

(4) Unless the Installation Commander or JOCMT chairperson directs otherwise, unaffiliated juveniles, their parents, guardians, custodians, or sponsors do not possess the same rights and privileges as affiliated juveniles, their parents, guardians, custodians, or sponsors and will not receive notice of the hearing. JOCMT will hear cases involving alleged offenses by unaffiliated juveniles without a pre-hearing interview or the presence of the juvenile. Debarment from the installation is appropriate for first-time misconduct by an unaffiliated juvenile. If the Installation Commander bars an individual from the installation or from AAFES' facilities, the ACSO will notify the sponsor by certified mail of the debarment action.

(5) All JOCMT hearings are closed to the public and conducted in an informal manner. A simple majority of voting JOCMT members constitutes a quorum. The hearing is an administrative proceeding, not a criminal trial. Normally, witnesses will not testify except when the juvenile disputes the allegation. The rules of evidence do not apply. Under "Special Circumstance," an informal hearing will be held with only the Installation Commander, Command Sergeant Major, Army Community Service Caseworker, and a Behavioral Science/Family Advocacy Program Representative participating.

(6) Findings and Recommendations: JOCMT voting members will vote in closed session on findings and sanctions; a simple majority vote is sufficient for each finding and sanction. The JOCMT chairperson will inform the juvenile, parent, and sponsor of the findings and sanctions imposed. Possible sanctions

include, but are not limited to, one or more of the following:

- (a) Revocation of privileges for some/all post facilities, except medical;
- (b) Restitution;
- (c) Community service, to be supervised by the sponsor/parent/ guardian;
- (d) Letter of apology/essay;
- (e) Attendance at a rehabilitative workshop;
- (f) Counseling by the Chaplain or other religious representative, or a health care practitioner;
- (g) Termination of government quarters.
- (7) Although counseling with a chaplain or other religious representative, or a health care provider is voluntary, either JOCMT or the Installation Commander, as appropriate, may impose other sanctions for failing to participate in any such recommended counseling.

(8) Request for Reconsideration: The Installation Commander is the reconsideration authority for all matters heard by JOCMT and for sanctions imposed by the Installation Commander. The Installation Commander will only consider written requests for reconsideration filed with the SJA not later than 10 days after receipt of notice of JOCMT's findings, or of the sanctions imposed by JOCMT or the Installation Commander. Either the affected juvenile, to include an unaffiliated juvenile, or sponsor may request reconsideration. There is no right to a personal appearance with the Installation Commander to discuss any findings or sanctions. The SJA will forward a request for reconsideration to the Installation Commander within 3 days of receipt of the request.

(9) Failure to comply with Installation Commander's Action. The ACSO will monitor all active cases for compliance with the Installation Commander's action, and will, within 5 days of learning of noncompliance, notify the ACS Caseworker of the noncompliance. Within 5 days of such

notification, the ACS Caseworker will contact the juvenile's sponsor to determine the reason for such failure. The ACS Caseworker will present the case of noncompliance to JOCMT for consideration of further sanctions within 30 days of first receiving notice of noncompliance. JOCMT may refer any case of noncompliance to the Installation Commander for resolution. Unless extenuating circumstances exist, debarment is an appropriate sanction for any case of noncompliance.

(10) The Installation Commander may reconsider any finding by JOCMT, and/or any sanctions imposed or recommended by JOCMT.

3-8. MOTORCYCLE/ALL TERRAIN VEHICLE/BICYCLE OPERATION; SKATEBOARDS/ROLLERSKATING/ ROLLERBLADING/BOATING

While operating or riding motorcycles on Installation property:

- a. Operators must have in their possession their motorcycle rider safety completion card; a copy of the card is acceptable.
- b. All motorcycle headlights must be turned on at all times and equipped with a mirror on each handlebar or fairing.
- c. Motorcycle operators and passengers must comply with the following Personal Protective Equipment:
 - (1) DOT or Snell-approved helmet properly fastened. Novelty helmets that do not meet the DOT or Snell construction standards will not be allowed.
 - (2) Impact or shatter resistant eye protection - goggles or a face shield attached to the helmet. Windshields and eyeglasses sunglasses alone are not considered proper eye protection.
 - (3) Long pants with long-sleeved shirt or jacket.
 - (4) Full-fingered gloves.
 - (5) Boots above the ankle, preferably leather.

d. Brightly colored reflective vest. The reflective P.T. belt is not acceptable. Individuals wearing backpacks must ensure that the reflective vest remains visible. The intent is for the vest or belt to be seen 360 degrees.

e. When registering motorcycles on the Installation, personnel must present driver's license (with the motorcycle endorsement if applicable), vehicle registration, proof of insurance, and proof of attending a motorcycle rider safety course. The safety course must comply with the Motorcycle Safety Foundation curriculum. Vehicle Registration will not issue temporary passes except when the operator is enroute to attend a motorcycle rider safety course.

f. All Terrain Vehicles are prohibited from being used on both Fort McPherson and Fort Gillem. ATV is defined as any motorized off-road vehicle 50 inches or less in width, having unladen dry weight of 600 pound or less, traveling on three or more low-pressure tires, having a seat design to be straddled by operator and handlebars for steering control.

g. Bicycles. The following applies to use of bicycles on the installation:

(1) All persons operating bicycles on the installation will wear a suitable helmet conforming to federal safety standards.

(2) Use of rearview mirrors and other personal protective equipment is encouraged for operating bicycles.

(3) Bicycles will be ridden single file when being passed by traffic traveling the same direction.

(4) Headphones or earphones will not be worn at any time while riding a bicycle.

(5) Children under the age of four must use special safety seats when being carried as a passenger on a bicycle.

(6) During periods of limited visibility (including rain, fog, and 30 minutes before sunset through 30 minutes after sunrise) riders must wear reflective clothing/vests, have a white headlight visible from 30 feet and reflectors mounted front and rear.

h. Skateboards/skates. The following rules apply to use of skateboards and roller skates (to include in-line roller blades):

(1) Skaters/skateboarders must wear a helmet and wrist guards, wear kneepads, and elbow pads, which conform to federal safety standards.

(2) Headphones or earphones will not be worn anytime while skating/skateboarding.

(3) Skating/skateboarding is prohibited during periods of low visibility (including rain, fog, and 30 minutes before sunset through 30 minutes after sunrise).

(4) Skating/skateboarding is prohibited on any roadway where the posted speed limit exceeds 10 miles per hour (outside of housing areas). Where a sidewalk or paved path is available, skaters/ skateboarders will not use the roadway. Skaters/skateboarders will yield the right of way to all other users of sidewalks and paths.

i. Boating.

(1) Forts McPherson and Gillem have no lakes suitable for recreational boating. Therefore, watercraft of any nature is prohibited, unless approved by the Directorate of Public Works, Environmental Office. Utilization will be limited to environmental processes only.

(2) The Army Recreation Area at Lake Allatoona, located 45 miles northwest of Fort McPherson, is suited for recreational boating. Lake Allatoona is an Army Corps of Engineer reservoir and is governed by its rules and regulations.

3-9. MOTOR VEHICLE ACCIDENTS

The operator or owner of a vehicle involved in an accident will stop immediately as close to the scene as possible without obstructing traffic. He or she will:

- a. Render first aid if necessary.
- b. Notify or have someone notify the DES immediately.
- c. Remain at the accident scene until the Police arrive.

d. The driver of a vehicle which has collided with and damaged an unattended vehicle will stop immediately and place in a conspicuous location on the damaged vehicle a written notice with name, address, and statement of the circumstances and immediately notify the DES to report the incident.

3-10. MOTOR VEHICLE OPERATION

a. No person shall drive a vehicle at a speed greater than is reasonable and prudent under prevailing conditions. Except for reasons of safety, no person shall operate a motor vehicle at a reduced speed so as to impede the normal movement of traffic. Unless otherwise posted, the following limits are established for both posts:

- (1) Twenty MPH on non-posted roads.
- (2) Ten MPH in all family housing areas.
- (3) Ten MPH in all parking lots.
- (4) Ten MPH in alleyways.
- (5) Ten MPH when passing Soldiers in formation (running or marching).
- (6) Ten MPH at all access control points.

b. Playing of a radio, tape player, or other electronic sound making device or instrument from within the motor vehicle so that sound is plainly audible to a person of normal hearing at a distance of 25 feet or more from the motor vehicle is prohibited.

3-11. MOTOR VEHICLE REGISTRATION

All privately and contractor owned vehicles on Forts McPherson and Gillem must be registered with the DES. All personnel, i.e., military, civilian, or contractor employees, have 72 hours from their sign in, employment date, or start of their contract to register their vehicles.

a. All personnel performing on contracts for a period of 180 days or longer will be issued a DoD decal for the duration of the contact. Vehicles can be registered at either of the DES

Vehicle Registration Offices located in Bldg 312 (Fort McPherson) and Bldg 104 (Fort Gillem). Fort McPherson's Vehicle Registration is opened Monday – Friday, 0630 -1545 hrs, and closed on all weekends and Federal Holidays. Fort Gillem's Vehicle Registration is opened Monday – Friday, 0730 – 1245 hrs and 1400-1545 hrs. and closed on weekends and Federal Holidays.

b. Personnel must have the following documents in their possession to register their vehicles:

(1) Valid driver's license, with proof of ownership or a Bill of Sale. If the applicant for registration is other than the owner, he or she must have the owner's written, notarized consent to operate and register the vehicle.

(2) Valid ID card for active duty, retired and civilian personnel.

(3) Proof of valid vehicle insurance and state license plate.

(4) Proof of Motorcycle Safety Course (if applicable).

(5) If the applicant for registration is not the owner or spouse of the owner, he/she must have the owner's written, notarized consent to operate and register the vehicle. For more information call (404) 464-2021.

c. Vehicle decals must be permanently displayed on the outside of the front windshield.

d. Individuals will only display permanent decals of the installation to which they are currently assigned. These permanent decals may be displayed until date of expiration.

e. Service members with suspended on post driving privileges may submit a memorandum for reinstatement of driving privileges through SJA to the Garrison Deputy Commander. If the request is disapproved the Garrison Commander is the appeal authority. (reference AR 190-5 para. 2-10)

3-12. PARKING

a. This policy applies to all military and civilian personnel who perform duties, reside,

and/or utilized the facilities at the installation. All military and civilian personnel will familiarize themselves thoroughly with the provisions of this regulation.

(1) Violators of parking regulations that also amount to traffic offenses (parking in a handicapped space, loading zone, fire lane, etc) may receive a citation to appear in U.S. District Court.

(2) Violators who have committed a lesser offense that is not subject to the jurisdiction of the U.S. District Court (parking in a reserved space) may still be issued a DD 1408 by the Police, building manager or their designee, and a copy forwarded through the chain of command to the offending person's supervisor for corrective action. Repeated violations may result in a suspension and/or revocation of installation driving privileges IAW AR 190-5.

b. Definitions.

(1) Building Parking Manager (BPM). The person designated by the agency organization, and/or unit commander, director, or senior building occupant to be responsible for the management of assigned parking area.

(2) Car Pool. A group of at least two government employees who use one vehicle to commute to their place of duty/work on the installation.

(3) Installation. Use of this term is to include both Fort McPherson and Fort Gillem.

(4) Installation Commander. Refers to the Commander, US Army Garrison, Forts McPherson and Gillem.

(5) Authorized Parking Space. A parking that is marked on the pavement, on improved areas (concrete or asphalt) by two white lines (one for each side of the vehicle) approximately eight feet across. Parking may be permitted on unimproved surfaces (graveled area) as long as traffic flow is not impeded or parking does not cause a safety hazard.

(6) Reserved Parking Space. A parking space that is designed for a specific position or category of person. Parking spaces reserved for visitors, customers, and handicapped persons may be limited by time. Refer to paragraph 6c.

c. Responsibilities.

(1) The Installation Commander maintains overall responsibility for parking areas on the installation.

(2) Director of Emergency Service/Installation Provost Marshal (PM)

(a) Will conduct installation parking surveys as necessary.

(b) Exercises overall responsibility for the enforcement of traffic and parking regulations on the installation. Primary responsible for the enforcement of this policy within common use areas and facilities (i.e. Commissary/PX, Fitness Center, etc.), and housing areas.

(3) Issues car pool permits to designated building managers. Issue of permits to participants of organizational car pool programs will be the responsibility of the building manager.

(4) Responsible for the operation and enforcement of the long term parking lot.

(5) The DES is authorized to alter or direct changes in any parking area plans for the purpose of promoting safety, regulating the flow of traffic, or providing emergency or temporary parking for special events.

(6) Director of Public Works (DPW).

(a) Construct and emplace reserved parking signs as requested by BPMs and approved by the DES.

(7) Commanders, Directors, Senior Building Occupants (SBO). Designate a BPM to serve as the person responsible for all parking matters within their area of responsibility.

(8) Building Parking Managers.

(a) Exercise overall responsibility for the designation, assignment, and enforcement of reserve parking spaces within assigned parking

areas, in accordance with the provisions of this policy.

(b) Coordinate special events exceptions to this policy with the DES through the Directorate of Plans, Training, Mobilization and Security (DPTMS) no later than 2 weeks in advance of the event. Ensure special event attendees are notified of parking policies.

(c) Designate sufficient handicapped parking spaces within assigned area IAW the Americans with Disabilities Act.

(d) Ensure adequate parking spaces are available to support visitor and/or customer requirements.

(9) Director of Family and Morale, Welfare, and Recreation (F&MWR), exercises responsibility for the operation and enforcement of the recreational vehicle (RV) parking lot.

(10) Director of Plans, Training, Mobilization and Security (DPTMS). Coordinates special events parking lot closures with appropriate BPMs and the PM no later than 2 weeks in advance of the event.

d. General.

(1) Prohibited Parking. Parking or stopping in any of the following place, except when directed by a police officer or traffic device is prohibited. Violations may result in citation, loss of driving privileges, and/or the vehicle being towed at owner's expense.

(a) Sidewalks.

(b) In front of driveways.

(c) Crosswalks or crosshatch and yellow painted areas.

(d) Within 15 feet of a fire hydrant, marked or unmarked.

(e) Within 20 feet of a crosswalk.

(f) Lawns or seeded areas.

(g) In front of refuse dumpsters.

(h) Alongside any vehicle (double parking) except in lots where diagonal parking is permitted.

(i) In or along service driveways.

(j) Within 50 feet of any railroad crossing, except when loading or unloading railroad cars.

(k) Near a mailbox in family housing areas in a manner which inhibits mail delivery.

(l) Designated handicapped areas (without proper documentation).

(m) In front of an emergency exit door of any public place.

(n) Any other location in which the vehicle interferes with the orderly flow of traffic, creates a safety hazard to other roadway users or the general public, or interferes with street cleaning, snow removal operations or emergency operations during natural disaster, fire, or cleanup.

(o) Within 20 feet of the driveway entrance to any fire station, or on the side of a street opposite the entrance to any fire station within 75 feet of the entrance.

(p) Within 30 feet upon the approach to any flashing signal, stop sign, or yield sign.

e. Housing Areas.

(1) Parking in housing areas is permitted only in designated parking spaces except when loading and unloading.

(2) Visitor parking in the housing area is reserved for guests of quarters' occupants. Parking spaces are available on a first-come, first-serve basis.

(3) Visitor parking will not be used to park campers, trailers, boats, oversized vehicles, or any other kind of RV.

f. Reserved Parking.

(1) Reserved parking plans must be approved by the DES to ensure that limits on reserved parking are not exceeded. Plans will be submitted in memorandum format, and include a diagram of the applicable parking lot depicting the location of the parking spaces the user is requesting to be reserved.

(2) The total number of reserved parking spaces on each installation will not exceed 5% of the total spaces on that installation (handicapped parking excluded).

(3) The number of reserved parking spaces in any given parking lot will not exceed 10% of the total spaces in that lot, unless otherwise approved by the PM, except as noted below:

(a) Post Exchange (both installations). Parking lot is reserved for customers and employees.

(b) Commissary (both installations). Parking lot is reserved for customers and employees, with the exception of the northern and western most perimeter rows of the Fort McPherson Commissary parking lot which are open parking.

(c) Police Station. Parking area to the immediate east and west of Fort McPherson Bldg 101, and south Fort McPherson Bldg 102 are reserved for Military Police duty vehicles, Provost Marshal Office employees, and Safety Office employees. Parking areas to the west of Fort McPherson Bldg 102 are reserved for customers.

(d) Fire Station. Parking areas to the immediate north of Fort McPherson Bldg 105 area are reserved for Fire Department duty vehicles and employees.

(4) As a general rule, a single reserved space may be authorized for each General Officer, Commander, Command Sergeant Major/Sergeant Major, First Sergeant, Director and Senior Executive Service position. The BPM may designate reserved spaces for other persons/positions, as long as the number of reserved parking spaces in any given parking lot does not exceed 10% of the total spaces.

(5) A single parking space may be reserved at common use facilities such as the Commissary and PX for each of the following categories of personnel.

(a) NCO of the Quarter/Year. Can be used by the current quarter winner or the annual winner.

(b) Soldier of the Quarter/Year. Can be used by the current quarter winner or the annual winner.

(c) Any General Officer. Use is on a first-come, first-serve basis.

(6) General Service Administration (GSA) vehicles, with the exception of emergency vehicles, will be parked in the parking lot located at the corner of Walker and Dietz (east of Bldg 143). Parking spaces in unit/organization parking areas may be reserved for GSA vehicles, but the spaces will count against the 10% limit.

(7) Parking spaces not marked as reserved, or otherwise designated in paragraph 6c(3) above are open for the general public on a first-come, first-serve basis.

g. Car Pool Parking.

(1) The BPM may designate spaces reserved for car pool participants, but the spaces will count against the 10% limit.

(2) Car pool permits will be maintained by the PM and issued to BPMs upon formal request. Issue of permits to participants, and enforcement of car pool spaces is the responsibility of the BPM.

(3) Permits are limited to one per designated car pool parking space. In order to obtain car pool permits, BPMs must submit a formal request in memorandum format and include a diagram depicting the location of the car pool spaces.

h. Long Term Parking.

(1) The installation TDY/long term parking lot is located in the parking area east of Fort McPherson Bldg 370 (Auto Craft Shop). Long term parking is available for DoD ID card holders only. Personnel wishing to park their vehicles in this lot must obtain a long term parking permit from the Police Station.

(2) Parking spaces in unit/organization parking area may be reserved for TDY parking, but will count against the 10% limit. Personnel with an assigned parking space (by name/position) may utilize their space for long term parking.

(3) Vehicles not displaying a permit or left parked for 72 hours or more in an

unauthorized area will be considered abandoned and towed at owner's expense.

i. **Recreational Vehicle Parking.** The installation RV parking lot is located on Fort Gillem at the intersection of South 11th Street and South Z Avenue. The RV parking lot is available for DoD ID card holders only. Personnel wishing to park their vehicles in this lot must obtain a parking permit from MWR. Vehicles not displaying a permit may be towed at owner's expense. The installation RV parking lot is located at the intersection of South 11th Street and South Z Avenue. The RV parking lot is available for DoD ID card holders only. Personnel wishing to park their vehicles in this lot must obtain a parking permit from F&MWR. Vehicles not displaying a permit may be towed at owner's expense. Recreational parking lot at Fort McPherson is for utilization of the Housing Residents. Keys are available at the Housing Office, please call (404) 464-1048/3381 for assistance.

3-13. PEDESTRIANS

Upon entering Forts McPherson and Gillem, pedestrians must show identification (Military ID CAC Card, DoD ID, State Driver's License).

- a. Pedestrians will obey all traffic control devices unless directed otherwise by a Police Officer.
- b. Pedestrians will be given the right of way in crosswalk areas.
- c. All pedestrians crossing a roadway at any point other than within a marked crosswalk shall yield the right of way to all vehicles.
- d. Children are prohibited from playing in roadways.
- e. No pedestrian/jogger shall leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impractical and or unsafe for the vehicle driver to yield.
- f. Where sidewalks are provided, pedestrians will not walk on the roadway. Where sidewalks are not provided, pedestrians will walk only on

the left side of the roadway towards approaching traffic, and will yield the right of way to all traffic on the roadway.

3-14. QUARTERS SECURITY CHECKS

Upon request, the DES will monitor vacant quarters when personnel are on leave or TDY. Requests should be submitted to the DES Operations Office at (404) 464- 2198/2021, seven calendar days before the date of departure.

3-15. SUSPENSION/REVOCATION OF ON-POST DRIVING PRIVILEGES

The Deputy Garrison Commander is designated as the approving official for suspension and revocation of on-post driving privileges under AR 190-5, Motor Vehicle Traffic Supervision, paragraph 2-4.

- a. In the absence of the Deputy Garrison Commander, the Installation DES is the alternate approving official.
- b. The Installation Commander is the appeal authority.

(1) Civilian and military drivers will have their driving privileges suspended for failing to pay Magistrate Court citations or for failing to appear in court after receiving notice.

(2) Those individuals who receive a DD Form 1805 (Citation) must either pay the amount shown on the citation or appear in court. Individuals who have a Mandatory Court Appearance (MCA) marked on their ticket, must appear on the date stated or designated by the Magistrate Court.

(3) Anyone who fails to either pay a citation or appear in court on the appointed court date will have the citation continued to the next court date. If an individual fails to appear on the second court date, that person will have their driving privileges suspended on both Fort McPherson and Fort Gillem for up to 120 days.

(4) All persons caught driving a motor vehicle on either Fort McPherson or Fort Gillem while their on-post driving privileges are suspended will have their period of suspension

extended for an additional 180 days. Military offenders may also face UCMJ action for violating a lawful order not to drive on post.

3-16. SALE OF TOBACCO PRODUCTS

In accordance with Federal law, those facilities located at Forts McPherson and Gillem that sell tobacco products either across the counter or through a concession will prohibit the sale of tobacco products to any person under the age of 18 years.

a. The sale of untaxed cigarettes is restricted to five (5) cartons for authorized patrons of the commissary who are 18 years of age or older.

b. Authorized patrons with unusual circumstances, e.g., live 40 or more miles one-way from the store (as verified by the state drivers' license), frequency of shopping, etc., may purchase an additional five (5) cartons of cigarettes by completing the appropriate request form at the Commissary and securing the signature of the Installation Commander or his/her designated representative.

3-17. UNIFORM /ARMY COMBAT UNIFORMS

Standards of wear and appearance specified in paragraph 1-7, AR 670-1, Wear and Appearance of Army Uniforms and Insignia, will apply at all times. The Installation Commander will govern wear policy on the installation.

a. Military personnel (when in uniform) will wear the complete uniform. For example, an individual wearing the army combat uniform (ACU) trousers must wear the ACU blouse. Wearing a partial uniform or a combination of military and civilian clothing is prohibited, and access to the installations will be denied at point of entry, to those not in compliance.

b. Wear of jewelry. While on Forts McPherson/Gillem, Soldiers will not attach, affix or display jewelry, articles or any object to or through the skin while in uniform or civilian clothes, whether on duty or off duty (this includes earrings for male Soldiers).

Female Soldiers are authorized wear of prescribed earrings with the service, dress and mess uniforms. Earrings are not authorized for wear with any class C uniform. There are no restrictions on the wear of earrings for females off duty.

c. Essential stops at commercial establishments such as grocery stores, service stations, and cleaners/laundries are authorized while traveling to and from work and while wearing any Class C uniform.

d. ACUs may be worn in eating establishments when necessitated by military duty. However, personnel who are off duty will not wear them in eating establishments.

e. The ACU is authorized for wear during commercial travel by train, airplane, or bus including local mass transit means.

f. Stops at recreational facilities, parks, pools, theaters, bars and clubs are not authorized while wearing the ACU. They are not authorized for wear in establishments that primarily sell alcohol by the drink.

3-18. PT UNIFORM POLICIES

The Army Physical Fitness uniform is to be worn during Physical Training (PT), IAW AR 670-1:

a. Soldiers will wear the APFT uniform while in unit PT formations, Monday through Friday 0630-0800.

b. Soldiers are permitted to wear the APFT in the PX and Commissary.

c. The Army Physical Fitness uniform is not to be worn as a duty uniform. As an exception to the general rule, commanders may deem it more appropriate for Soldiers to wear the Physical Fitness Uniform for certain details. As a way to advertise and show pride in the Army, Soldiers may wear the top with pants, skirts, and non-running shorts both on and off post.

d. During physical training, the Army Physical Fitness uniform will not be mixed with personal fitness attire.

e. **Reflective Belts.** Personnel will wear reflective belts or vests when conducting physical training during inclement weather and/or periods of limited visibility. Belts are worn parallel around the waist during the months of Apr-Sep (normally good visibility months) and diagonal across the shoulder/chest, from Oct-Mar, during months of limited visibility. When jackets are worn, belts are worn diagonal across the shoulder/chest for maximum visibility.

3-19. HITCHHIKING

a. Personnel are prohibited from hitchhiking on the installation. Hitch-hiking is the solicitation of a ride by thumbing or any other signal.

b. Personnel are prohibited from picking up hitchhikers on the installation. Drivers are not prohibited from offering unsolicited rides to pedestrians.

3-20. LITTERING

Littering on any part of the installation is prohibited. As used in this paragraph, "littering" includes, but is not limited to, the disposal of trash and refuse in other than designated places or receptacles.

3-21. DEMONSTRATIONS, PUBLIC PERSUASION, DISTRIBUTION OF WRITTEN MATERIAL

This paragraph prescribes procedures for the exclusion, control, supervision, and expulsion of persons entering the installation for the purpose of engaging in any demonstration, which could result in interference with, or prevention of the orderly accomplishment of the installation's mission, or present a clear danger to loyalty, discipline, or morale of the troops. This paragraph also prohibits the solicitation, circulation of petitions, and distribution of printed materials period.

a. **Policy.** Picketing, demonstrations, sit-ins, protest marches, and distribution of written,

printed or reproduced materials are prohibited and will not be conducted on post without approval of the Installation Commander. Violation of this regulation may result in criminal prosecution IAW, Article 92, UCMJ, or other applicable criminal statutes.

(1) Except as authorized herein, distribution on the installation of publications, including, but not limited to, pamphlets, petitions, newspapers, magazines, flyers, and other written, printed or reproduced materials, is prohibited. Such distribution may be made only through regularly established distribution outlets expressly designated or authorized by Army regulations or by the permission of the Installation Commander.

(2) Individuals, groups, or organizations desiring to distribute or to cause the distribution of written, printed, or reproduced matter must obtain the written permission of the Installation Commander.

(3) Applications for approval of such activities outlined above may be submitted in writing to the DES at least 7 days prior to the date of the proposed demonstration or activity. Applications must include: a copy of the material sought to be distributed, the number of copies to be distributed, the time and place(s) of distribution, the cost, if any, the identity of those persons making distribution, and the name and address of the person seeking approval.

b. **Participation of political groups** in military functions: Commanders are not authorized to permit representatives, members, or affiliates of groups or organizations to participate in functions sponsored or supported by the US Army on a military installation when it is anticipated that political views will be presented.

c. **Unit commanders and the Installation DES,** are responsible for the implementation of this policy. Dissemination of information concerning this regulation is a responsibility of command, as set forth below. The provisions relating to such dissemination of information

are specifically addressed to the relevant commanders for their guidance only, and are not intended to require actual notice to individuals as a condition precedent to disciplinary action for violation of the prohibitions herein expressed. Commanders will explain the provisions of this regulation to members of their commands as often as they deem necessary. Presentations may be accomplished at some opportune time such as during Commanders' Open Forum in conjunction with other command topics being presented.

d. Any person desiring to enter the installation for purposes stated in paragraph 3-21a, will immediately be referred to the Installation DES. The DES will:

(1) Inform them of the provisions of this regulation.

(2) Receive all applications submitted in accordance with paragraph 3-23.

(3) Prepare a draft letter reply to the applicant in coordination with the Staff Judge Advocate.

(4) Submit all applications, with recommendations for approval or denial, to the Installation Commander.

(5) Inform the applicant by certified mail of the decision. Approval in whole or in part of any application connotes approval only for the relevant material submitted with the application.

(6) Coordinate with appropriate civil authorities to ensure the maintenance of law and order.

e. Persons receiving permission under the provisions of paragraph 3-21a, to enter the military reservation will be kept under constant observation and will be given appropriate patrol coverage by military police. Both persons entering the installation and police personnel will be fully aware of the limits within which the scheduled activity will be held.

f. When permission to enter has been denied and persons present themselves at the installation in disregard of the denial, or when persons present themselves and refuse to make the required application, the following actions will be taken by the Provost Marshal, as appropriate;

(1) Read the following statement to persons denied permission to enter: "Picketing, demonstrations, sit-ins, protest marches, political speeches, distribution of written material, and similar activities are prohibited and will not be conducted on this post unless the Installation Commander has given prior permission. You do not have that permission. Therefore, you shall not enter or remain on this post for any of these purposes and if you persist, your actions will constitute a violation of Title 18, United States Code, Section 1382, which provides that whoever, within the jurisdiction of the United States, goes upon any military reservation for any purpose prohibited by law or lawful regulation shall be fined not more than \$500 or imprisoned not more than 6 months, or both. The Installation Commander has directed that I order all demonstrators (not to enter) (off) this installation."

(2) Escort personnel off the reservation who are violating this regulation.

(3) Cite persons violating Section 1382, Title 18, US Code, to appear before the United States Magistrate.

(4) Submit information to the Installation Commander on violators cited to appear before the United States Magistrate so that appropriate barring action may be taken.

3-21. HAND-CARRIED RADIOS AND ELECTRONIC SOUND DEVICES

Playing of hand-carried radios and electronic sound devices in any public area on the installation is prohibited unless such devices are equipped with earphones or headphones and are being used for private listening. EXCEPTION:

Playing of radios and electronic sound devices in a recognized park or recreation area on the installation so as not to bother others is permitted.

3-23. CELL PHONES/DRIVER DISTRACTIONS

a. Vehicle operators on Fort McPherson/Gillem will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited.

b. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. Violators are subject to citation and appearance before the United States Magistrate.

c. Operators of Government vehicles may not use cell phones unless the vehicle is safely parked or the driver is using a hands-free device. This applies to all drivers whether they are on or off the installation.

3-24. TOWING AND IMPOUNDMENT

a. Privately owned vehicles (POVs) may be impounded when:

(1) The POV is illegally parked and the owner/driver cannot be located.

(2) The POV interferes with the orderly flow of traffic.

(3) The POV is parked on a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway so that the POV interferes with operations or creates a safety hazard to other roadway users or the general public.

(4) The POV is blocking an emergency exit door of any public place (theater, dining hall, hospital, etc.).

(5) The POV is in a properly marked tow-away zone.

(6) The POV interferes with street cleaning, snow removal operations, or emergency operations during natural disaster, fire, or cleanup.

(7) The owner/driver has been apprehended and is unable or unwilling to arrange for immediate custody or removal.

(8) The POV is mechanically defective and is a menace to others using the public roadway or parking lots.

(9) The POV is disabled by a traffic incident and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

(10) The POV has been used in a crime or contains evidence of criminal activity.

(11) Law enforcement personnel reasonably believe the vehicle is abandoned. Abandoned vehicles are defined as vehicles that have been left unattended on a public roadway after a period of 3 working days and all attempts to make contact with the owner during this time period have failed.

(12) The POV is illegally parked in a prohibited parking area IAW this regulation.

b. Unclaimed abandoned property, free of any lien, will be handled and disposed of according to Army Policy (AR 190-5).

3-25. PHOTOGRAPHY

a. In accordance with Section 797 of Title 50 United States Code (Section 21 of "The Internal Security Act of 1950"), no photography is allowed on the installation unless approved by the installation commander. Any such material found in the possession of unauthorized persons will be confiscated. Violators shall also be liable to a fine not to exceed \$5,000 or to imprisonment for not more than one year, or both. Additionally, violators may be subject to prosecution under 18 USC 1382 for trespass and subject to an additional fine of not more than \$500 and imprisoned for not more than six months or both.

b. This provision does allow for photographs to be taken as part of an official ceremony or approved activity e.g. a wedding, promotion ceremony, Soldier, or civilian recognition ceremony or any other preapproved photography by the installation commander.

Chapter 4 HOUSING

4-1. UNACCOMPANIED PERSONNEL HOUSING (PVT-SGT)

a. Assignment in Barracks for PVT –SGT is based on the following priority.

(1) Key and Essential Personnel. Required to live on the installation due to military necessity.

(2) Permanently Assigned Unaccompanied Personnel. Not entitled to BAH w/o dependent(s).

(3) Receiving BAH DIFF. Will surrender BAH DIFF entitlements by allotment to dependent(s) for support. Service members receiving BAH DIFF are not entitled to BAH w/o dependent(s) rate while residing in the barracks. Individuals can only reside in the barracks as long as no higher priority soldier is living off the installation and receiving BAH without dependent(s), due to lack of space.

(4) Geographical Bachelors. Married or have custody of dependent(s) and entitled to receive BAH w/dependent(s). The Department of the Army directed that no geographical bachelor will reside in the barracks. Personnel requesting exception to policy for compassionate or hardship will have to obtain an exception to policy (ETP) to reside in the barracks. The first Colonel or delegated staff principal grade of LTC or above in their chain of command must document their support with the requested ETP.

b. Certificate of Non-Availability (CNA). A CNA is required by finance to begin BAH w/o dependent(s) for PVT-SGT. Housing will issue the CNA when the occupancy rate is over 95%.

c. Nonavailability of Adequate Permanent Party Housing: If adequate housing is not available, a CNA will be issued. When a Soldier in the grade of E-5 or below is authorized to live off-post and receives BAH at the “without dependent” rate, the Soldier will be informed in writing that one of the following applies:

(1) Housing may be made available to you within 12 months of your arrival. You should make temporary or semi-permanent arrangements off-post at your discretion.

(2) Housing will not be made available during your tour of duty, and you should make permanent billeting arrangements off-post at your discretion.

(3) If UPH (PP) becomes available, Soldiers in the grade of E-5 or below residing off-post and receiving housing allowances at the “without dependent: rate will be required to occupy UPH. However, involuntary assignments will not be made if the Garrison Commander determines that financial hardship will occur.

(4) Soldiers will not move off post and enter into a lease prior to receiving a CNA. Soldiers residing off post for their own convenience will not receive BAH at w/o dependent(s) rate.

d. Pregnant Soldier: Soldier can receive BAH w/o dependent when they reach 28 weeks in the pregnancy and present a signed certificate by their physician. Soldier is required to change BAH w/dependent rate after the birth of the child. If the pregnancy does not result in a live birth or the Soldier does not keep the child, the Soldier will be required to move back into the barracks.

e. Household Goods (HHG). There is no entitlement to receive a CNA for BAH w/o dependent rate. The entitlement is to have HHG (up to the maximum weight limit for rank) stored at Government expense while residing in the barracks.

4-2. STANDARDS FOR UNACCOMPANIED PERSONNEL (PVT-SGT) SINGLE SOLDIER HOUSING

Leaders must train, inspect, check, praise, reward, correct - even punish Soldiers as required to maintain standards. In every case, the Soldier will be treated with dignity and respect. The policies contained herein are based on the premise that single Soldiers living in Soldier housing have the same right to a home-like atmosphere as enjoyed by married Soldiers living in government or off-post housing, while maintaining good order and discipline. Commanders/First Sergeants will provide access to a copy of this regulation to every Soldier residing in single Soldier quarters.

a. Single Enlisted Soldier Quarters Privileges and Responsibilities. Soldiers living in single enlisted Soldier quarters may expect:

- (1) Rooms that provide privacy, space, and home-like comfort amenities.
- (2) Flexibility in using their own bedding.
- (3) Inspections, which are reasonable in frequency and intrusiveness.
- (4) Housing will provide one refrigerator and microwave oven per room where electrical power sources permit.
- (5) Liberalized policies on the use of alcohol in quarters.
- (6) Reasonable single enlisted Soldier quarters room visitation privileges.
- (7) Roommate assignments based on smoking and nonsmoking. All rooms are designated as nonsmoking rooms.
- (8) Soldiers residing in a two-Soldier room have the responsibility to keep the area clean of a departing Soldier, for the benefit of an incoming Soldier.

b. Single enlisted Soldier quarters responsibilities:

- (1) Soldiers are responsible for calling in service orders, as required. The service order telephone number (404) 464-2116, is operated 24/7. However, only emergency calls are accepted after 1530. If repairs are not completed

within seven days, notify the Barracks Management Office at (404) 464-1837/2253/1050.

(2) Soldiers will be available to escort the service technicians. If the Soldier cannot be available, the technician will require that the Soldier's 1SG provide an escort while the repairs are being accomplished. Engineers and housing personnel will only enter an occupied room under emergency conditions. A unit representative will serve as an escort except for assignment and termination purposes.

(3) Rooms must meet Commander's "clean, neat, secured, functional, and safe" standards. (see (k)l-14 below).

(4) Soldiers must also clean and maintain all common areas.

(5) Soldiers must read and comply with this regulation.

(6) Prior to termination of billets. Soldiers will return their room to an approved standard established by the Unaccompanied Personnel Housing Management Office.

c. Soldiers must understand:

(1) Leaders will respect privacy, but may enter rooms in the performance of their duties to conduct furniture inventories, perform billets maintenance checks or repairs; conduct security, fire, or safety checks; locate Soldiers; respond to complaints; or to correct observed violations of unit health, cleanliness, or security standards. Unit leaders in the chain of command and NCO support chain will check unit billets using the "clean, neat, secured, functional, and safe" standard to ensure the health, cleanliness, and security of their Soldiers.

(2) Commanders may authorize random inspections to maintain health, cleanliness, security, functional, and safety standards; they may also use drug dogs, and schedule formal inspections, if necessary, Commanders may authorize searches based on probable cause.

d. Responsibilities. All Soldiers and leaders are responsible to ensure that high standards of readiness, accountability, and cleanliness are

maintained in the single soldier rooms, common areas, and work areas. Commanders, command sergeants major, first sergeants, platoon sergeants, section sergeants, and staff duty officers/NCOs will conduct regular checks of individual rooms and common areas.

e. Commander, Headquarters Command, exercises overall responsibility and supervision for the barracks complex. The Commander, Headquarters Command, will:

(1) In addition to periodic routine checks of living conditions, conduct unannounced health and welfare inspections of the soldiers' quarters and facilities.

(2) Chair the quarterly barracks meeting.

f. Command Sergeant Major, Headquarters Command, will:

(1) Publish a quarterly detail roster to maintain the cleanliness of the centralized barracks.

(2) Chair the quarterly barracks meeting in the absence of the Battalion Commander.

(3) Maintain a current room roster of all occupants.

g. Unit Commanders are responsible for the health, welfare, cleanliness, functionality, neatness, and security of their units. They will institute policies and procedures to ensure that the minimum standards prescribed herein are adhered to by all members of the command. Unit commanders should meet periodically with their Better Opportunities for Single Soldiers (BOSS) Council/Representative to identify and address single enlisted soldier quarter's concerns.

h. First Sergeants serve as the commander's agents to enforce current policies to assure standards are maintained. First Sergeants will:

(1) Execute the daily supervisory responsibility for health, welfare, cleanliness, functionality, neatness, and security of their Soldiers, including maintaining sanitary conditions in the billets area.

(2) Order nametags for unit occupants of barracks, and provide the battalion sergeant

major with a current roster of occupants.

i. Housing will:

(1) Maintain hand receipts for all residents

(2) Handle assignment and termination of the rooms

(3) Coordinate maintenance and repair actions.

(4) Procure replacement furniture.

(5) Issue CNA when the barracks occupancy rate reaches 95%.

j. Individual soldiers will read and comply with this regulation and:

(1) Ensure that their rooms are "clean, safe, secured, functional, and neat" at all times. There will be no requirement to maintain rooms in a standard configuration. Rooms may be arranged to allow soldiers maximum freedom of expression, eliminating uniform room arrangements, but emphasizing cleanliness and proper accountability. Permission for any modifications to the room such as painting or wall coverings may be requested from the Commander, Headquarters Command.

(2) Maintain all areas, emphasizing cleanliness, safety, security, neatness, functionality, and accountability. Ensure that all personal and military equipment are properly secured IAW applicable references.

(3) Perform additional common area maintenance tasks as assigned.

k. Room Standards

(1) Sanitation/Cleanliness Standard. Open food items will only be stored in airtight storage containers or in the refrigerator. Trash cans in Soldiers' rooms will be emptied and cleaned regularly. Trash will be deposited in a trash dumpster and not allowed to accumulate in hallways and corridors. Trash and waste from individual rooms will not be left in trash receptacles located in public areas of the building. Soldiers are responsible for carrying garbage and trash from their rooms to dumpsters or trashcans located outside the building.

(2) Microwave ovens and refrigerators will be clean and sanitary. Spilled food or drinks will

be cleaned up immediately.

(3) PT clothes and other soiled clothing items will be placed in an appropriate Laundry bag or hamper or hung up to dry. Clothing or equipment will not be hung out windows.

(4) Decorations/Wall Hangings will be hung using command issued hardware only. Occupants will be responsible for all damage caused by use of unauthorized hardware.

(5) Decorations shall not interfere with any fire detection or suppression system device. Curtains shall not divide a room in such a fashion as to affect the performance of a fire detection and or suppression system device.

(6) Nothing may be displayed that is detrimental to good order and discipline and which is contrary to Army Policy in AR 600-20 regarding race, gender, religion, national origin, color, or creed. Examples of inappropriate displays include images which may be perceived as sexual harassment, support for extremist organizations, or advocate sexual assault or illegal drug use. Additionally, commanders will determine if other activities, symbols, posters, flags, etc pose a threat to good order and discipline or health, safety, and security of military personnel.

(7) Parachutes, camouflage netting, fishnets, sheets, or canopies will not be erected or hung from the ceiling or walls.

(8) Waterbeds are prohibited in all UPH (PP).

(9) Furniture. Furniture will be placed in the room in so that it does not create a fire or safety hazard. Personal furniture is authorized, but must in good repair and free from any safety or health hazards. Excess or damaged government furniture will be identified and turned in through normal supply channels.

(10) TV/Stereo Guidelines. Stereos, televisions, radios, movie equipment, etc., are authorized to the extent that they do not infringe on the rights of others. Such equipment will be turned off when not in use. At no time will the volume of such equipment be set to exceed the

confines of the room in which it is located. All wiring will be free from fraying or other safety hazards.

(11) Telephones/Cable Television.

Telephones and cable television are authorized in all soldier rooms. Hook-up fees and monthly bills are the soldier's responsibility. If the soldier is directed to move from one room to another by the chain of command, the unit will pay for disconnect and hookup charges to move that Soldier's service. If, however, the move from one room to another is requested by the Soldier or due to the soldier's misconduct, then the Soldier is responsible for any disconnected and reinstallation charges.

(12) Pets, including but not limited to dogs, cats, birds, snakes, reptiles, and exotic animals, are not authorized. As an exception, tropical fish or other small pets normally kept in an aquarium may be permitted with the unit commander's approval.

(13) Hot plates, toasters, deep fryers, electric grills, space heaters are prohibited in UPH (PP) rooms. Barbeque grills will not be placed in the hallways and end of the stairwells.

(14) Tampering with the smoke detector is prohibited for safety reasons.

1. Inspections:

(1) There will be no standard or regularly scheduled room inspections unless the conditions call for an inspection; such as standards are not being followed. The Commander, Headquarters Command, will authorize periodic and unannounced health and welfare inspections. Routine checks in common area will focus on the following:

(a) Cleanliness and neatness (the "clean and neat" standard), and the condition of furnishings and the facility itself.

(b) Fire, safety, security, and energy conservation considerations. Fire alarms functional; functional door locks for all rooms, doors, windows, and wall lockers; and proper energy conservation.

m. **Property Accountability.** Soldiers are responsible for the furniture, equipment and condition of their rooms. Residents will report any deficiencies to housing within 72 hours after taking possession.

n. **Clothing Standards Outside of Room.** All Soldiers and guests must remain properly clothed while in common areas.

o. **Visitation.**

(1) Rights of privacy take priority over visitation. Soldiers sharing a room/suite must jointly agree to a guest visiting prior to the visit.

(2) Soldiers residing in the single enlisted Soldier quarters may have visitors without regard to unit, civilian status, or gender in their rooms.

(3) Alerts/Deployments. Visitation privileges may be suspended during alerts, deployments, or when the commander determines that it impacts adversely on mission readiness.

(4) Overnights. No visiting guests are authorized from 2200-0600 on Sunday through Thursday or 0100-1000 on Friday and Saturday. Overnight stays are not authorized without the prior consent of the commander.

(5) Cohabitation. Although visitors are allowed, they are not permitted to spend the night unless specifically approved by the Commander, Headquarters Command. Guest will not live in the single enlisted Soldiers quarters, or abuse visitation privileges. Soldiers whose guests violate the visitation policy may have visitation privileges suspended or revoked.

(6) Age restrictions. Soldiers are not authorized to have guests under the age of 18 in their rooms, except for their dependents and family members. All other minor guests (under the age of 18) must be accompanied by their parent or legal guardian.

p. **Quiet Hours.** Quiet hours will be enforced from 2200-0600 on Sunday through Thursday nights and 0100-1000 on Friday and Saturday nights. During quiet hours, the rights of those trying to sleep will be respected. This means no

loud talking or yelling in the hallways, latrines, and rooms. The volume of stereos, televisions, etc., will be kept to a level audible only within the room where it is located at all times.

q. **Alcohol.** Only those Soldiers age 21 or older and their guests age 21 and older may possess and consume alcohol in the single Soldier quarters. In rooms where both Soldiers over and under 21 reside, the Soldier of legal age becomes responsible for controlling the alcohol. Personnel will not sell, transfer, distribute, introduce, or offer alcoholic beverages to any person under the age of 21. Possession and consumption of alcohol in the single enlisted Soldier quarters is a privilege, not a right. Commanders may revoke this individual Soldier privilege if it is abused.

r. **Duty Rosters.** Soldiers in the single enlisted Soldier quarters will not be subject to "hey you" rosters. Commanders will ensure that Soldiers living in the single enlisted Soldier quarters are no more susceptible to duty than their counterparts residing off-post or in government housing. Unanticipated requirements will be fulfilled by the duty roster, regardless of where the Soldier resides.

s. **Security and Safety.** Each individual residing in the single enlisted Soldier quarters is directly responsible for the security of his/her personal and military property. Room doors, wall lockers, and windows will be locked any time personnel are not in the room or when the occupants are sleeping. A Soldier's failure to properly secure his/her property may constitute negligence resulting in the Soldier being financially liable for any replacement costs.

t. **Single Enlisted Soldier Quarters Exits.** Control of single enlisted Soldier quarters exits after duty hours is a Soldier responsibility. Only Soldiers residing in the single enlisted Soldier quarters and their registered guests should be in the single enlisted Soldier quarters after duty hours. Unauthorized personnel should immediately be reported.

u. Solicitors. Solicitors will not be allowed inside single enlisted Soldier quarters unless invited, registered with DF&MWR, and escorted by a Soldier residing in the single enlisted Soldier quarters. If an uninvited solicitor enters single enlisted Soldier quarters and refuses to leave, contact the Police Station.

v. Key Control. Soldiers will not give the key to their room to non-residents without the approval of the unit commander. Any Soldier losing a key or willfully damaging a lock will be held responsible for the cost of replacing the key and/or lock.

w. Leaves/TDY/Confinement
AWOL/Hospitalization Deployments. Prior to Soldiers departing on leave, an inventory of their high dollar value items will be conducted with their first line supervisor.

(1) When a Soldier is hospitalized the unit commander, without delay, will have clothing and personal effects of the hospitalized person immediately secured and safeguarded in unit facilities or other secure area. If the Soldier does not return within 120 hours, the clothing and personal effects will be inventoried per (AR 700-84, Issue and Sale of Personal Clothing, Para. 12-15).

(2) Soldiers AWOL: The unit commander will designate a commissioned officer, warrant officer, or noncommissioned officer (SGT - SGM) to conduct an inventory of property. The inventory officer will make sure the clothing is not exchanged with another Soldier's and prepare a DA Form 3078, original and 3 copies of personal military clothing issued. Excess of these items will be recorded on the personnel effects inventory. The inventory officer will sign the inventory in the remarks block and witness will initial. Military and personal property is secured in the unit's facilities.

(3) Deployments. Soldiers deploying will have their property stored in an off post facility at government expense through the transportation office, if desired.

x. Fire Safety:

(1) Fire Extinguishers. Fire extinguishers will be used for their intended purpose only. Room occupants shall not remove, tamper with, or cause false activation of any fire detection or fire suppression system device or component. Personnel reported using a fire extinguisher for other than its intended purpose will be subject to disciplinary action. The unit fire marshal will ensure that all fire extinguishers are in working condition and properly inspected.

(2) Flammables. No open flames, candles, incense, paints, lacquer, thinner, charcoal lighter, or other flammable materials of any kind will be stored or used in the single enlisted soldier quarters or cleaning closets. Such items will be used outdoors in well ventilated areas and be stored in approved storage containers. Use of charcoal grills, gas grills, or Sterno stoves are not authorized in the single enlisted soldier quarters, or hallways, or covered areas.

(3) Fire Exits. All Soldiers residing in the single enlisted soldier quarters will be familiar with the fire evacuation plan to include the nearest exit from the Soldier's room and the designated assembly area outside of the building. Soldiers are responsible for informing their guests of evacuation procedures.

(4) Electrical outlets. There will be no more than two appliances plugged in to anyone outlet at any time. The only exception to this is if they are plugged in to a power strip equipped with a circuit breaker. Personnel are authorized to have a microwave in their room. The microwave must be the only appliance operated from the electrical outlet. All light switches, electrical appliances, TVs, microwaves, radios, stereos, etc., will be turned off prior to leaving the room.

(5) Furniture and wall lockers will not block the windows or the exit from the room. Unsafe or bizarre furniture arrangements will not be authorized.

y. BOSS Council Representative. The council will hold monthly meetings or as often

as necessary (determined by council members), to discuss quality of life issues relating to single enlisted soldiers. Council members will meet periodically with unit commanders to report their concerns.

4-3. FAMILY HOUSING MANAGEMENT

Key and Essential personnel are priority one for housing assignment. Available quarters will be assigned as soon as possible to ensure maximum occupancy. Quarters will not be assigned more than 30 days in advance of expected arrival date. Quarters will not be kept vacant for more than 15 days, without written exception from the Installation Commander. Key and Essential personnel who have been offered quarters should accept or decline within three business days of an offer. All other personnel have 2 days to accept or decline offered quarters. If quarters are declined, by either key and essential or all other personnel the quarters will be made available to the next eligible person on the waiting list.

a. Designation of family housing for occupancy as follows:

- (1) Staff Row General & Senior Officers (06 through 010 and special command E9)
- (2) 500/600 Area (E9 through 05)
- (3) 400 Area (E 1 through E8)
- (4) Bartow Street (E1 through E6)
- (5) Staff Circle, Fort Gillem (E6 through E9 and 01 through 05)

b. Occupants. Should a military occupant desire to move off post for his/her own convenience, he/she must request the Installation Commander's approval through the Housing Division. Approved move will be at the expense of the occupant.

c. Notice of Intent to Terminate. When quarters are to be terminated, the sponsor will notify the Family Housing Division, Directorate of Public Works, in regard to projected termination date at least 45 days prior to the termination date, unless the reporting date is or within five days of receiving orders, whichever

is later.

d. Permanent Clearance of Quarters. The following will be accomplished by occupants of family housing quarters in preparation of Termination Inspection conducted by personnel of the Family Housing Division. When any work to be performed by DPW or contractor makes any of the below requirements impractical, exceptions may be granted at the time of the Pre-termination Inspection. For example, if the floor of one room is to be sanded, that floor will not be waxed and polished.

(1) Pre-Inspection. The Family Housing Division will conduct approximately 30 days prior to the projected date of clearance a pre-inspection of quarters.

(2) Inspection. The Family Housing Division will conduct a termination inspection prior to the departure of the sponsor and his family members from Fort McPherson and Fort Gillem. The purpose of inspection is to protect the interest of the government with minimum inconvenience to the occupant and to ensure the quarters are in suitable condition for the next occupant. The military sponsor or spouse must be present at the Termination Inspections or be represented by someone with power of attorney. All personal items must be removed by occupant prior to final inspection.

e. Waterbeds. The use of waterbeds is prohibited due to excessive weight and danger of bursting of the plastic container. Request for an exception to policy may be submitted to the Directorate of Public Works.

f. Absences. Occupants will notify the Housing Office and the DES's Office of any absence that exceeds 30 days.

g. Home Based Businesses. Government housing will not be used for commercial endeavors without the written approval of the Installation Commander or Deputy Commander, IAW AR 420-1, Para 3-17. Requests to conduct a home-based business will be submitted to the Family Housing Division.

h. Police of area. Personnel are responsible for maintaining their assigned quarters in a clean and orderly condition. Sponsors are responsible for areas immediately adjacent to government family quarters, such as lawns, shrubbery, sidewalks, curbing gutters and driveways. The area extends to the surrounding streets and halfway to adjacent quarters, but not to exceed 100 feet. Sponsors occupying government quarters are directly responsible for the police of these areas and will accomplish the following:

(1) Mow and edge grass.

(2) Prune and trim shrubbery.

(3) Remove trash, litter and leaves from lawn areas. Raking of leaves, litter, etc., into a street is prohibited. Leaves, litter, etc., must be placed in an appropriate container and placed at the refuse collection point. Residents will comply with refuse collection procedures established by the Installation Commander or his/her designee.

(4) Sweep sidewalks and hard surface areas.

(5) Remove debris from road curbing and gutters.

(6) Remove vines and other vegetation from buildings and fences.

(7) Eliminate unsightly storage of household items, such as barbecue grills, bicycles and toys.

i. Alterations to family housing units will not be made without prior approval of the Family Housing division. Alterations include removal of trees and shrubs, tree cutting, and expansion of flower beds as well as interior structural changes and interior painting. Historical quarters will not be altered, interior or exterior, to include flowerbeds and shrubs. No painting is authorized except the Government provided neutral color paint without prior approval of the Installation Commander.

j. Pets.

(1) Occupants are limited to three pets per family and required to exercise strict supervision and control over their pets at all

times and to ensure that pets receive adequate care. Wild, exotic, and livestock animals are not allowed in family housing areas. Pets are not allowed to run loose, or to be tied to trees, shrubbery, or any other fixed object. Pets staked in yards must be relocated periodically to remove waste deposits and other litter caused by pets and to ensure that these pets do not infringe upon the rights of neighbors. To maintain domestic tranquility, occupants who have dogs, which continually bark and disturb neighbors during bedtime hours are required to immediately quiet the pets or take them into the house during the hours of darkness.

(2) Dogs and cats over four months of age must be registered with the Veterinary Treatment Facility (VTF) within three days following arrival on post and yearly thereafter. At the time of registration, evidence of current vaccination status (rabies, canine DHPP(L), feline RCCP) will be required or vaccinations will be administered. vaccinations for all dogs and cats are required and must be up to date. Required vaccinations will include rabies for both dogs and cats, DHPP (L) for dogs, and RCCP for cats. Specific questions regarding vaccinations and these requirements shall be directed to the VTF. Additionally, to ensure a more efficient return of lost pets, discourages pet abandonment, and distinguished registered pets from stray animals, all on post animals should be "micro-chipped.". Specific questions regarding microchip administration shall be directed to the VTF.

(3) Pets will be confined within a fenced area, kept on a leash, or under voice command of a responsible individual who is physically present with the pet when it is off leash. Pets are prohibited from playgrounds. Three violations of this regulation could result in expulsion of pets/residents from government quarters, at the Installation Commander's discretion. Residents are liable and will be charged for any damages caused by their pets.

NOTE: It is prohibited for any person to

knowingly poison, cruelly treat, maim, bruise, deprive of necessary sustenance or medical attention, improperly use, deprive of shade and shelter, or in any manner whatsoever, torture, unlawfully kill, or abuse an animal.

k. Personnel shall not feed wild life on Fort McPherson. Failure to comply may result in expulsion from government quarters.

l. Energy Conservation. Occupants shall maintain winter heating temperature at no greater than 68 degrees Fahrenheit and summer air-conditioning temperatures not lower than 78 degrees Fahrenheit. Domestic hot water shall be maintained at temperatures no greater than 105 degrees Fahrenheit.

m. Occupancy of Government Quarters by Non-military Personnel. Guests will not live in quarters for a period longer than 30 days without the approval of the Installation Commander or designee. Domestic employees will not live in quarters without the approval of the Installation Commander or designee. Requests should be submitted to the Family Housing Division.

n. Emergency Evacuation and Shelter Plans. Sponsors of guests and employers of domestic employees will include provisions for evacuation and shelter for these persons.

o. Fences: Residents must submit a request and a diagram through the Housing Office. Approved fences may be installed according to the following criteria:

(1) Fences will be installed in accordance with the installation design guide and maintained in such a manner as to ensure their installation will not detract from the overall good appearance of family quarters.

(2) Enclosures will not be permitted to lean, sag, or otherwise appear to be a makeshift or haphazard device.

(3) Miscellaneous structures. Miscellaneous structures such as storage sheds, doghouses, playhouses, portable garages, etc., will not be built or erected without the approval of the Installation Commander. Requests will be submitted to the Family Housing Division.

Residents who fail to obtain prior permission may be required to remove the structure.

p. Appliances.

(1) A kitchen range, refrigerator and dishwasher will be furnished in each unit.

(2) The use of occupant-owned ranges and refrigerators in lieu of government appliances is not permitted.

(3) Washers and dryers are not furnished by the government. However, hook-ups are provided in quarters. All quarters are equipped with 220-volt outlets for clothes dryers. Utilities will not be changed to accommodate gas dryers at government expense. Permission for installation may be obtained from the Housing Division to run gas lines for gas dryers at the occupant's expense. The occupants will be responsible for all damages, etc., resulting from such installation and, further, equipment must be removed and capped prior to termination of quarters. Capped gas lines must be inspected by DPW prior to termination of quarters.

4-4. TRANSIENT HOUSING (LODGING MANAGEMENT)

Eligibility will be in accordance with AR 420-1.

a. Individuals on official travel (TDY/PCS) may confirm reservations at least 45 days in advance. Subject to availability, unofficial travelers may confirm reservations 24 hours in advance.

b. Period of Occupancy: The normal maximum period of occupancy will not exceed seven consecutive days. In cases of individual hardship or good management to achieve optimum utilization, extensions may be granted by the Billeting Officer up to 30 days, provided charges for the first seven days have been collected. Any period beyond 30 days must be based on military necessity and will be determined by the Chief, Housing Division.

c. Pets. Pets are not permitted in transient quarters without prior approval. Violation of

this regulation will result in cleaning charges and actual charges for unoccupied room nights due to special cleaning.

d. The staff duty officer will be designated to assist visitors arriving after 2330.

Chapter 5

FIRE PREVENTION AND EMERGENCY SERVICES

5-1. FIRE PREVENTION AND EMERGENCY SERVICES

a. To obtain immediate response for fire or medical emergencies dial 911 when using home or office telephones. When using cell phones dial: 404-464-2281 or 404-464-4387 at McPherson and 404-469-5981 or 404-469-5531 at Gillem. If reaching other than McPherson or Gillem 911 operator, then tell them your location.

b. AUTHORITY HAVING JURISDICTION (AHJ).

(1) The Garrison Commander, AHJ, in accordance with National Fire Codes (NFC), Uniform Fire Code (UFC) 1, shall be permitted to delegate to other qualified individuals such powers as necessary for the administration and enforcement of NFC and UFC codes.

(2) The Director of Emergency Services and/or Fire Chief of Fire & Emergency Services or the assigned designated Fire Prevention Officer shall be delegated the "Authority Having Jurisdiction" as defined in Uniform Fire Code 1. This AHJ applies to the Department of Defense Unified Facilities Criteria (UFC) 3-600-01. The Uniform Fire Codes shall be administered and enforced by the Fire Chief or his/her designated officer.

(3) The DES/FES, Fire Chief, or the assigned designated F&ES Prevention Officer of Fort McPherson and Fort Gillem Fire Department shall have the authority to manage and administer the F&ES operations of the department and the delivery of emergency services, and shall have the authority to execute

all laws, regulations, ordinances and rules pertaining to fire protection, emergency medical, HazMat/CBRNE, fire prevention, and emergency related services within the Fort McPherson and Fort Gillem Installations.

5-2. FIRE PREVENTION AND PROTECTION

Fire prevention and suppression are the responsibility of each member of the community. The immediate responsibility for ensuring adequate fire prevention and the elimination of fire hazards within each activity rest with the building manager.

a. Prompt disciplinary action will be taken against anyone violating fire regulations, such as activating fire alarm systems when a fire or emergency does not exist and/or tampering with fire detection and alarm systems.

b. All Commanders and staff elements will ensure that the Fire Prevention and Protection Program, as outlined herein, is implemented and maintained. To assure that a proper program of fire prevention and suppression are utilized, the most current edition of the National Fire Protection Association Fire Prevention Code, Life Safety Code 101 and the most current edition of the United Facilities Criteria (UFC) 3-600-01 shall be followed. All other National Fire Codes, Standards and Regulations applicable shall also be used for the preservation of life and property.

c. The Fire Chief is responsible for the technical operation and use of fire-fighting apparatus.

(1) The Fire Chief may conduct fire evacuation drills without advance warning.

(2) Duties include training of Fire Department personnel, inspections of buildings and areas to detect and eliminate fire hazards, maintaining fire department records, ensuring that fire protection equipment and facilities are properly maintained, and continuing liaison with neighboring community fire departments.

d. Post Fire Department/Fire Prevention personnel shall do the following:

(1) Perform periodic inspection of buildings, facilities and areas to detect and eliminate fire hazards.

(2) Inspect and test installed fire protection systems to determine that systems are in proper operating condition and are satisfactorily maintained.

(3) Fire extinguishers shall be inspected when initially placed in service and thereafter at approximately 30-day intervals by building manager, fire marshal, or fire warden. Attached to each fire extinguisher shall be a tag which complies with Unified Fire Code 1 and National Fire Code 10 and the Garrison Fire Prevention Office.

(4) Furnish emergency assistance to civil authorities and/or to other federal agencies outside the limits of the installation under three circumstances:

(a) When the President has declared a major disaster or emergency pursuant to the Stafford Act and the installation has been properly tasked by the lead Federal agency to provide emergency fire assistance.

(b) When the Installation Commander determines that emergency fire assistance is necessary under the Commander's immediate response authority to save lives, prevent human suffering, or mitigate great property damage. Such a decision must meet the requirements and procedures of DoD Dir 3025.15, Military Assistance to Civil Authorities, para.4.7.1

(c) When the support is provided pursuant to a valid mutual aid agreement executed in accordance with all requirements of AR 420-90, paragraph 2-4. NOTE: AR 420-90 does not delegate authority to enter mutual aid agreements with other Federal agencies.

e. Building Fire Marshal: Unit Commanders and activity chiefs, as applicable, will appoint a building fire marshal for each building or

activity, except family quarters. When more than one activity occupies a single building, the senior occupant shall appoint the building fire marshal. The building fire marshal works with the local Fire Prevention Bureau to assure the duties of fire marshal are performed in a manner that promotes life safety. Specific responsibilities are as follows:

(1) Ensure building occupants know the emergency reporting number to notify Fire Department. (911 Fort McPherson and Fort Gillem).

(2) Attend annual fire warden training, and ensure occupants know what to do in the event of a fire.

(3) Development and establishment of the building fire evacuation plan which shall be available to all building occupants upon requests.

(4) Upon sounding of the fire alarm system, or detection of a gas leak, instruct personnel to leave the building in an orderly manner, following evacuation routes shown on the evacuation plan.

(5) In the event of a gas leak, instruct personnel to NOT turn on or off lights, start or stop motors, light matches or lighters, or initiate any contact that could create a spark. Personnel are to remain outside the building until the "All Clear" signal is given.

(6) All occupants in the location will be instructed in the use of fire extinguishers and fire alarm system pull stations or other activation devices. If locations are not readily visible, signs shall be posted indicating locations.

(7) Visual inspections of building and grounds on a continuing basis to detect and eliminate fire hazards.

(8) Monthly inspections of fire extinguishers and fire protection equipment. Evidence of tampering or mechanical damage shall be reported to the Fire Department immediately.

f. Fire Prevention Inspection.

Discrepancies shall be corrected within 10 working days. Discrepancies that are beyond the correction capabilities of the building fire marshal shall be reported to the DPW work desk, telephone 464-2116.

(1) Ensure that fire drill is conducted at least annually.

(2) Exit facilities will be arranged for full compliance with National Fire Prevention Association (NFPA) Code No. 101.

NOTE: The Post Fire Department will maintain copies of all referenced NFPA Code sections. So as to ensure that a proper program of fire prevention and suppression are utilized.

g. Care of Buildings.

(1) Inspect working and storage areas, new construction, and repair areas regularly to reduce fire hazards.

(2) Dispose of rubbish and scrap materials in properly identified and located noncombustible cans, bins, or receptacles. Remove rubbish from building at the close of the normal workday and take to locations approved for rubbish disposal or for temporary storage. Keep work areas reasonably free of combustible debris accumulation.

(3) Place dumpster units and other central trash disposal units at least 15 feet from buildings, fire hydrants, emergency parking lanes and fire suppression systems connection.

(4) Store soiled rags in metal containers with self-closing metal cover until removed from building.

(5) Combustible materials will not be placed on radiators, heaters, or steam pipes.

(6) Attics and concealed spaces will be kept clean. Attics without sprinklers in other than family quarters will not be used for storage of combustible materials.

(7) All doors, including fire doors, and windows will be secured properly at the close of working hours.

(8) Exit doors will not be secured in any manner that will prevent their use as an

emergency exit.

(9) Restrictive hardware, such as padlocks, throw-bolts, and crossbars will not be installed on any exit door except as permitted by NFPA No. 101.

(10) Exiting illumination and marking will comply with NFPA No. 101.

(11) Stairs and stairways will comply with NFPA No. 101 with particular attention given to the following:

(a) Stairway enclosures will not be used for storage or any purpose other than use as a stairway.

(b) Protect openings to stairway enclosures by self-closing doors. Do not hold stairway doors open by wedging or blocking or by any other device, which prevents the doors closing automatically, unless specifically permitted by NFPA No. 101.

(12) Mops, cleaning gear, and other materials subject to spontaneous ignition will be kept outside of building or stored in metal containers with tight fitting metal covers.

(13) Unused paint, brushes, drop cloths, rags, and like items will be removed from the building at the close of the workday and properly stored.

h. Vacant Buildings:

(1) Vacant buildings will be secured against unauthorized trespass. Doors will be locked and windows barred with wood or fixed shutters to prevent access where necessary.

(2) The fire department will be notified whenever a building becomes vacant and when it is again occupied.

i. Sleeping Areas:

(1) Using buildings or portions of buildings other than approved barracks or quarters as sleeping facilities is prohibited. Reserve center buildings are exempt from this requirement provided the sleeping areas comply with the requirements of NFPA No. 101 and adequate smoke detectors are provided for early warning.

(2) Using space in any building accessible only by a scuttle, hatch, or trap door, or served by other than a standard stairway as a sleeping area is prohibited. The use of below-grade basement areas for living and sleeping is only permitted when there is a second means of escape in compliance with NFPA No. 101.

j. Changing occupancy or use:

(1) The fire marshal and the fire chief will review changes in the use or occupancy of any building, structure, or area. Assembly, occupancies, as defined by NFPA Life Safety Code 101, shall display an occupant load sign, provided by Fire Prevention, at all times.

(2) Pump house, generator building, transformer stations, furnace electrical equipment, and mechanical equipment rooms will not be used for other than their designed purposes. Storage is prohibited in these areas. These areas will be secured to prohibit unauthorized entry.

k. Common hazards:

(1) There will be adequate clearances between heating equipment and combustible material. Clearance shall be a minimum of 36 inches.

(2) Using open flame devices is prohibited in areas subject to accumulation of flammable vapors such as gasoline stations, garages, paint shops, and aircraft hangers.

(3) Use of open flame or hot smoldering devices to include but not limited to candles, canned flammable or combustible liquids to keep food warm, and incense is prohibited in all office, storage areas, and single Soldiers living areas, guest housing or rooms, and areas subject to accumulation of flammable vapors such as gasoline stations, garages, paint shops, or aircraft hangers.

(4) The general use of portable space heaters is prohibited per Army Regulation 420-1 section 3.5 paragraph b. The operation of portable heating and cooling devices is prohibited where the intent is to circumvent the

heating and cooling standards outlined above. Supplemental heating and cooling may be utilized when cost effective energy reductions can be achieved by allowing major control systems to be lowered or shut down. Such devices are particularly effective where only a few people occupy a portion of a large building. Use will be closely monitored to avoid abuse and for Fire Safety and Prevention.

(a) Each situation or need for a space heater, or additional heating, will be evaluated on a case-by-case basis.

(b) Space heater will only be authorized on a temporary basis when a building heating system malfunctions or a medical need is required.

(c) Temporary use of a space heater requires a Space Heater Permit signed and approved by BRAC Environmental Division, DPW electrician, and Fire Prevention

(d) Space Heater Permits will be valid until heating problems are corrected and in all cases will be reviewed and/or renewed every ninety (90) calendar days.

(e) It shall be the requestor's responsibility to coordinate with each group for signatures and approved heater permit.

(f) Heaters determined to be unsafe to operate; due to age, defects, and environmental concerns will be removed from the building and/or replaced.

(g) The space heater shall only be used for the area and person identified on the Space Heater Permit.

(h) Violation of the permits location or user will cause the permit to be revoked and null.

(i) The permits identified user shall ensure the area around the space heater is clear of all combustibles.

(j) The space heater must be out in the open, not under furniture or desk.

(k) Must maintain a clearance of at least eighteen (18) inches around the space heater at all times.

(5) Lint traps for domestic type clothes dryers should be cleaned after each use of the dryer. Properly vent dryer to the outside of building.

(6) Defective electrical equipment will be reported to the work order desk of DPW for repair or removal by authorized electricians.

(7) Devices which will interfere with the normal operation of a circuit breaker or fuse will not be installed. Whenever a circuit has been interrupted by a tripped breaker or blown use, the source of the disturbance will be located and eliminated before restoring power to the interrupted circuit. Circuit breakers are not to be used as switches, unless the breaker is specifically designed for switches.

l. Smoking:

(1) Smoking is prohibited in all warehouses, transit shed, government vehicle, salvage building, battery charging rooms, woodworking shops, paint shops, photographic processing rooms, maintenance shops and hangar areas.

(2) Smoking is prohibited in areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.

(3) An adequate number of suitable receptacles for discarding smoking materials will be provided in areas where smoking is prohibited.

m. Special Hazards:

(1) Flammable and combustible liquids. All flammable and combustible liquid storage will be in conformance with the requirements of NFPA No. 30.

(2) Flammable liquids will not be used for cleaning equipment parts, refinishing floors, desks or other furniture and furnishing.

(3) Day-to-day stocks of flammable liquids will be kept only in areas approved by the fire chief. Such storage areas will be well vented and marked to indicate the storage of flammable liquids. Containers will be marked to indicate the nature of the

contents. Storage must be arranged to comply with NFPA 30.

n. Open Fires:

(1) No open fires will be permitted on the installation at any time without the express approval and permission of the Fire Chief. Use of a commercially manufactured barbecue grill in family housing areas or a permanent grill in recreation areas is authorized.

(2) The use of open flame devices for removing of paint from any structure is prohibited.

(3) Burning scented or decorative candles and similar open-flame devices in barracks, BOQ, and similar sleeping occupancies is prohibited.

o. Fire Protection Equipment:

(1) In accordance with National Fire Protection Association, Unified Fire Code 1: No person shall render any portable or fixed fire-extinguishing system or device or any fire-warning system inoperative or inaccessible.

(2) Per NFPA, NFC, UFC-1: No person shall deliberately or maliciously turn in an alarm of fire when in fact that person knows that no fire exists.

(3) Parking of vehicles and/or equipment will not be permitted within 15-feet of any fire hydrant; Georgia Code Section 40-6-203(a)2(B).

(4) Fire hydrants will be used for their intended purpose and will be operated by authorized personnel using standard hydrant wrenches and shall coordinate with and notify F&ES when being used.

p. Fire Lane:

(1) No vehicle, equipment, or storage will obstruct a prescribed fire lane.

(2) Prescribed fire lanes within or exterior to building or structures will be identified by the installation Fire Chief and clearly marked.

q. Sprinkler Equipment:

Automatic sprinkler system will initiate in accordance with DoD Unified Facilities Criteria 3-600 and NFPA No. 13.

r. Fire Extinguishers:

(1) Whenever any fire extinguisher is discharged or partially discharged for any reason, contact the fire department and arrange for recharging.

(2) Fire extinguishers will not be relocated or removed from their assigned locations without fire department approval.

(3) Fire extinguishers shall be inspected when initially placed in service and thereafter at approximately 30-day intervals by building manager, fire marshall, or fire warden. Attached to each fire extinguisher shall be a tag which complies with Unified Fire Code 1 and National Fire Code 10 and the installation Fire Prevention Office.

s. Carpets:

(1) Any and all carpet installed shall meet the requirements of General Services Administration (GSA) technical requirements booklet for carpet, carpet tiles and carpet cushion. General Services Administration (GSA) Class 1 shall be the minimum acceptable level installed in any and all facilities and family housing.

(2) Carpet padding attached or separate shall meet all requirements set forth by GSA.

(3) The Forts McPherson/Gillem Fire Department/Prevention shall have the option to verify all requirements specified.

5-3. KEY CONTROL FOR REAL PROPERTY FACILITIES

Responsibility for the assignment and utilization of Fort McPherson's real property facilities belongs to the Directorate of Public Works.

a. Each activity occupying space in any facility at Fort McPherson is required to assign a primary and alternate Key Control Officer for each facility or portion of a facility occupied.

b. The Key Control Officers will maintain a key control register and forward Key Control Record Cards to DPW with a copy to the Provost Marshal. There will be

a cost of \$10.00 per key for any key lost due to negligence. The loss of a key that requires a lock change will be accomplished on a reimbursable cost basis.

c. The Fire Department will not unlock or secure any doors to facilities after normal duty hours unless ordered by the Staff Duty Officer. The Staff Duty Officer will assume all responsibility for any facility ordered to be unlocked, and proper documentation of the incident will be noted.

d. If the services of a locksmith are required to lock or unlock doors because of lost or misplaced keys, the locksmith service will be accomplished on a reimbursable basis.

e. During normal business hours, the DPW locksmith should be notified for unlocking or securing doors.

5-4. USE OF CHEMICALS AND OTHER HAZARDOUS MATERIALS

A "Hazardous Material" is any material or substance which, if improperly handled or disposed of, can be damaging to the health and well-being of man or the environment.

a. All Hazardous Materials must be issued through the HazMat Pharmacy at Fort Gillem. All HazMat is tracked through a database managed by the Pharmacy. A guidance document "Hazardous Materials Guide" has been prepared and can be obtained from the HazMat Pharmacy by calling (404) 469-5601/3513. All HazMat users must be familiar with the requirements described in the document.

b. Training. All personnel using hazardous materials in their assigned duties must receive annual hazardous communication training, which includes understanding Material Safety Data Sheets. (MSDSs)

5-5. WASTE DISPOSAL

a. Hazardous Waste. Includes waste materials that are reactive, corrosive, ignitable, and toxic based on an Environmental Protection

Agency (EPA) protocols. If a material will cause humans or the environment harm, it is most likely classified as hazardous waste.

b. Universal Wastes. A subset of hazardous wastes, include batteries, fluorescent lights, and mercury switches. Call BRAC, Environmental Division, to determine correct disposition of waste at (404) 469-5245.

c. Generators of hazardous waste may operate Satellite Accumulation Areas (SAPs) to collect hazardous waste until it can be picked up by the Environmental Division. The SAPs must be maintained according to Federal and Georgia regulations, which includes, but is not limited to, weekly inspections, proper container maintenance, and labeling.

NOTE: Hazardous waste may NOT be placed in recycling or trash containers. Guidance regarding hazardous waste disposal can be obtained by calling DPW, Environmental Division (404) 469-5514/5515).

d. Recyclables. Everyone is responsible to recycle as much waste as possible. Recyclables, such as, paper, cardboard, and yard waste must be placed in the appropriate containers. Recyclables may NOT be placed in hazardous waste collection containers or in the trash. Each generator of recyclables, including customers and partners, are responsible to ensure that containers to facilitate the collection of recyclable are placed as needed throughout their operation. The DPW, Engineering Division, operates the Garrison Recycling Program. Guidance regarding recycling procedures or to request recycling containers can be obtained by calling the DPW, Environmental Division (404) 469-3587.

e. Trash. Trash collection and disposal is the responsibility of DPW. Dumpsters are placed throughout the installation to collect trash. Everyone using the dumpsters is responsible to ensure that all trash is within the dumpsters. If dumpsters are allowed to overfill, trash may blow and create a post-wide problem. Do NOT overfill any dumpster, and ensure dumpster lids

are in the closed position. Coordinate trash disposal needs, including pick-ups, with the DPW. Call (404) 469-3587 to arrange trash pick-ups. Hazardous waste and recyclables may NOT be placed in trash dumpsters.

Chapter 6 FACILITIES

6-1. POST EXCHANGE (PX)

All patrons using the post exchange must have a valid Identification Card IAW AR 60-20 and must produce the card when making a purchase.

a. Purchases are limited to authorized customers as outlined in stated references. Purchases in AAFES food activities are open to civilians working and visiting the installation.

b. Visitors may accompany authorized customers in AAFES facilities. Visitors are not authorized to make purchases (with the exception of food facilities) nor can authorized customers make purchases for visitors.

6-2. COMMISSARIES

a. The location of choice for ID checks in all commissaries is at point of purchase (cash register). Commissary personnel will check ID upon entry only if installation or higher-level commander requires ID check upon entry due to security requirements.

b. Visitors are authorized entry into commissaries when accompanied by an authorized patron. Visitors are not authorized to make commissary purchases.

6-3. TRAINING AREAS

a. Training areas and training sites at Fort Gillem are available seven days a week, 24 hours a day; however, the hours of permissible use will be based on the specific training site location.

b. Activities in the training areas and sites require adherence to the following:

(1) Vehicular traffic is restricted to paved surfaces only, except for minimally essential

traffic necessary to ensure the successful conduct of the training.

(2) All unpaved roads, paths, and gravel surfaces are off limits to vehicular traffic. Coordination with the DPTMS is required prior to travel on these surfaces.

(3) Strict safety control measures must be adhered to throughout the conduct of the training. Units will conduct a Risk Assessment and prepare a Risk Management worksheet reflecting the appropriate approval level before deploying to Fort Gillem for training.

(4) Medical assistance is the using unit's responsibility. However, if an emergency occurs, contact the Police Station, Building 104 (404) 469-5981/5982 or 911.

(5) Open fires, digging of any kind, the use of pyrotechnics, and the use of blank or live ammunition are prohibited in training areas on this installation.

(6) The use of any radio frequencies within the confines of Fort Gillem requires prior approval from the installation DOIM, 404-464-3784.

(7) Units must provide port-a-lets for use by their Soldiers.

(8) Units are required to pick up trash around training sites prior to departure and are responsible for any maneuver damage or hazardous spills during training. All spills must be reported immediately by notifying the DES as described in section 2-1 Emergency Notification of this regulation .

c. Reservations. Reservations for the use of a training area or training site are made by submitting a memorandum, at least 30 days prior to the requested training date, to:

Directorate of Plans, Training,
Mobilization & Security (DPTMS) (IMSE-
MPH-PL)
1386 Troop Row, SW, Bldg 65
Fort McPherson, GA 30330-1069

Requests may be submitted by fax to (404) 464-2846. The unit/activity point of contact will be telephonically notified of approval/denial. This will be followed with a written response.

Requests must contain:

(1) Name of requesting unit/activity/organization.

(2) Date and time of requested training.

(3) Number of personnel and type of training to be conducted.

(4) Type of equipment and vehicles to be used.

(5) A completed Risk Assessment on training to be conducted.

(6) Type of additional support, if any, requested from the installation.

(7) Name and phone number of the point of contact.

d. Cancellations. Once a unit has received confirmation from DPTMS of a reserved training area and date, that unit is committed. If the unit will not be able to complete training, telephonic notification must be given to DPTMS at (404) 464-2016/3390, followed by written confirmation that the training has been cancelled.

e. Units must maintain the signed letter of confirmation received from DPTMS while in the training area. Units are subject to removal from training areas unless they are in full compliance with the requirements of this regulation.

6-4. HEDEKIN FIELD

a. Hedekin Field will be used primarily for approved ceremonial events (i.e., Retirements, Promotions, Changes of Command), Army Physical Fitness Tests, Drill, and limited military training.

Hedekin Field will NOT be used for normal unit physical training.

b. Requests to use the field will be submitted to DPTMS. Requests for use should contain the following information:

- (1) Requesting unit/organization.
- (2) Type of ceremony/event.
- (3) Date and time of ceremony/event.
- (4) Grade of member retiring or being promoted.
- (5) Name and telephone number of the point of contact. Requests may be faxed to (404) 464-2846.

6-5. THEATER

The Fort McPherson Post Theater is an authorized facility for briefings, classes, lectures, presentations, training, ceremonies, and seminars. Use of the Post Theater for classified briefings, classes, lectures, presentations, training and seminars must have written approval from the Directorate of Plans, Training, Mobilization and Security or the FORSCOM Deputy Chief of Staff, G2.

- a. Requests for use of the Post Theater will be addressed to:

Directorate of Plans, Training, Mobilization
& Security (IMSE-MPH-PL)
1386 Troop Row SW
Fort McPherson, GA 30330-1069

- b. Written requests should contain the following information:

- (1) Requesting unit.
- (2) Date and time of event.
- (3) Type of event taking place.
- (4) Point of contact and phone number.

- c. Requests may also be faxed to (404) 464-2846.

- d. Questions regarding the theater can be directed to DPTMS, (404) 464-3390/2016.

- e. Any equipment required for use in the theater must be coordinated with the Training Support Center (TSC), (404) 464-2259. For heating/air conditioning service, call the Directorate of Public Works (DPW), (404) 464-2116.

- f. For further information contact DPTMS, at 464-3390/2016.

6-6. RANGE

Range operations will be conducted IAW AR 385-63, Range Safety. The post range is the only authorized facility for small arms training at Forts McPherson and Gillem.

- a. The hours of operation of the post range are 0800-1600. The highest calibers of weapons that may be fired on the range are .45 cal handguns and 5.56 cal rifles. No magnum loaded or home loaded ammunition will be fired on the range. Military units may use shotguns only after obtaining written permission from DPTMS.

- b. All military organizations are authorized use of the range for training. Military organizations must provide Range Control, a copy of their completed Risk Management Worksheet. This worksheet will remain on file at Range Control for one year.

- c. Recreational firing. Recreational firing requires a minimum of two people. Persons firing must be range safety certified.

- d. Reservations for use of the range will be addressed to:

Directorate of Plans, Training, Mobilization
& Security (DPTMS) (IMSE-MPH-PL)
ATTN: Range Manager
450 S. Miller Drive
Fort McPherson, GA 30330-1069

6-7. FORT McPHERSON AND FORT GILLEM MARQUEES

- a. The Fort McPherson and Fort Gillem marquees are community assets to be used to inform personnel of upcoming events of interest. Personal and specific religious messages will not be displayed.

- b. Requests for posting of information will be accepted from Fort McPherson and Fort Gillem agencies and military activities. Request must reach DPTMS NLT 14 working days prior to the requested posting dates. Posting dates will not exceed four days without prior approval.

c. Requests should be forwarded to:

Directorate of Plans, Training, Mobilization &
Security (DPTMS) (IMSE-MPH-PL)
1386 Troop Row, SW, Bldg 65
Fort McPherson, GA 30330-1069

d. The following information is required:

- (1) Date(s) during which the information to be posted.
- (2) Information text (to include event date, place and time as appropriate) is not to exceed 4 lines of text and 19 characters per line, including punctuation and spaces between words.
- (3) Point of contact name and phone number.
- (4) Signature of requesting official.

e. Requests may also be faxed to
(404) 464-2846.

f. Conflicts in scheduling will be resolved
by DPTMS. For further information contact
DPTMS, at (404) 464-3390/2016.

6-8. FORT GILLEM VEHICLE RESALE LOT

a. Individuals may not park vehicles on either
Fort McPherson or Fort Gillem with the purpose
of offering the vehicles for sale other than in the
Fort Gillem Resale Lot (parking lot south of
FTG Commissary) or with the written
permission of the installation Commander. Use
of this lot is for valid ID card holders.

b. Any vehicle or equipment maintained in
the designated resale lot is at the owner's risk.
The US Government does not assume
responsibility for the security of the vehicle or
equipment for resale. Claims for losses due to
theft or vandalism at the resale lot are not
payable by the government in accordance with
(Army Regulation 27-20, Claims). The US
Government makes no warranty concerning the
condition of the vehicles.

c. Rules.

(1) Vehicle registration and post decal
must be current. The post decal must be
displayed.

(2) Go to Building 301 between the hours
of 0730-1630, Monday-Friday to receive
authorization to park your vehicle in this lot
(404) 469-7312.

(3) The authorization form must be
displayed on your vehicle or equipment at all
times. Authorization must be renewed after 30
days.

(4) Vehicles or equipment may be
displayed for no more than 60 consecutive days.
After 60 days, the vehicle or equipment must be
removed from the resale lot. After at least a 30-
day waiting period, the owner may re-apply for
authorization to display vehicle or equipment.

(5) All unauthorized vehicles will be cited
and towed at the owner's expense.

**6-9. VETERINARY TREATMENT FACILITY
(VTF)**

The mission of the VTF is the prevention and
control of animal diseases, and resolution of
situations that may be community health
problems or are of significant public interest to
military personnel who own pets.

a. The Fort McPherson VTF provides
veterinary care for pets of authorized personnel.
Authorized personnel include active duty
Soldiers, family members, retirees, and DEERS
eligible Reservists/National Guardsmen.

b. Hours of Operation.
The Fort McPherson VTF's hours of operation
are Monday-Friday 0800-1630.

c. Services:

- (1) Annual physical exams.
- (2) Annual vaccinations – Rabies, canine
DHPP(L) and bordetella, feline RCCP, FELV,
and FIV.
- (3) Monthly heartworm prevention and
flea/tick prevention.
- (4) Micro-chipping.
- (5) Diagnostics (limited).

(6) Medical management of disease (limited).

(7) Client education/consultation.

(8) Health Certificates.

d. Location. The VTF is located at Bldg 105, 1670 Hardee Avenue, SW, Fort McPherson, GA 30330. Phone (404) 464-2911 (DSN 367-2911).

Chapter 7

MISCELLANEOUS

7-1. REVEILLE AND RETREAT

Reveille will sound every day at 0630. Retreat and To the Colors will sound every day at 1700.

a. Courtesies to be rendered by individuals during Reveille and Retreat are given in Army Regulation 600-25, Salutes, Honors, and Visits of Courtesy, 1 September 1983.

(1) At the first note of "Retreat, all dismounted personnel in uniform, and will come to the position of parade rest. At the sound of the cannon military personnel will come to the position of attention and render the hand salute until the conclusion of "To the Colors." Men and women not in uniform will remove any headgear, if not wearing headgear, men and women should place the right hand over the heart.

(2) Vehicles in motion will stop. Persons riding in a passenger car, on a motorcycle, and in buses may remain in the vehicle. The individual in charge of each vehicle must dismount and render the proper salute.

b. During Reveille and Retreat, DA Civilian Police or civilian gate guards will halt all traffic entering or leaving the installation.

7-2. SMOKING/TOBACCO PRODUCTS

Applicability: All organizational elements (Active and Reserve, family members, retirees, appropriated and non-appropriated civilian personnel) that occupy space in or on

conveyances, offices, buildings or facilities under the custody and control of Fort McPherson and Fort Gillem will comply with this paragraph. The provisions of this paragraph apply to all visitors, contractors and their personnel, and personnel of other agencies or businesses that operate within or visit Army workplaces on Fort McPherson and Fort Gillem. These provisions apply 24 hours a day, seven days a week.

Purpose:

(1) Tobacco use harms readiness by impairing physical fitness, increasing illness, absenteeism, premature death, and health care costs. Readiness is enhanced by establishing the standard of a tobacco free environment that costs. Readiness is enhanced by establishing the standard of a tobacco free environment that supports abstinence from and discourages the use of tobacco.

(2) Full cooperation of all commanders, supervisors, Soldiers and Army civilians is expected to ensure people are protected from secondhand smoke.

(3) This paragraph does not cancel or supersede other instructions that control smoking because of fire, explosion or other safety considerations.

a. Use of tobacco products is prohibited in all workplaces, with the exception of facilities discussed below. The workplace includes any area inside a building or facility under the custody and control of Fort McPherson and Fort Gillem where military personnel, civilians or persons under contract to the Army perform work.

(1) Indoor-designated smoking areas are prohibited.

(2) Outdoor designated smoking areas will be at least 50 feet from accessible means of ingress/egress and will not be located in areas that are commonly used by nonsmokers.

Accessible means of ingress/egress is a path of travel that is usable by a person with a mobility impairment and that leads to a public way. A public way is any street or alley.

(3) Receptacles for smoking residue will not be closer than 50 feet from accessible means of ingress/egress. Police of the smoking areas will be accomplished by the users of the area.

(4) Use of tobacco is prohibited in all government vehicles.

(5) Smoking is permitted in individually assigned family and unaccompanied personnel living quarters as long as the quarters do not share a common heating ventilation air conditioning (HVAC) system. Smoking will HVAC systems if an air quality survey can establish that the indoor air quality protects nonsmokers from environmental tobacco smoke. When individual living quarters are not required or are not available, and two or more individuals are assigned to one room, smoking and nonsmoking preferences will be a determinative factor during assignment of rooms. Commanders will provide affirmative procedures to reassign nonsmokers to living space not occupied by a smoker; and, if necessary, reassign smokers to living space where they may smoke.

(6) Smoking is prohibited in common spaces of unaccompanied personnel housing or transient housing. Common space is defined as any space within a building that is common to occupants and visitors.

(7) The Installation Commander will determine if designated smoking areas within Family and Morale, Welfare and Recreation areas such as bowling areas, clubs, golf courses, etc. are allowed. If the commander chooses to designate smoking areas, the policies prescribed will not be more permissive than the smoking policies established by state and local governments. Requests for designated

smoking areas in these facilities will be submitted through the Occupational Health Clinic to the Installation Commander. Commander-approved designated smoking areas will be posted with appropriate signs bearing the signature of the commander.

(8) Smoking is prohibited in child care centers and youth activity facilities, except that visiting adults and staff may smoke in outdoor designated smoking areas that are out of the presence or view of the children.

b. Smokers will not be allowed additional time beyond the routine negotiated breaks. Rest periods are not cumulative. Supervisors will monitor their workers and initiate appropriate administrative action if employees are not complying with regulations and negotiated agreements.

c. The building manager or senior occupant of each building will designate outdoor smoking areas that comply with the provisions of this paragraph. Discarding cigarette butts or other debris related to the use of tobacco products on the ground or in anyplace or object other than those the provisions of this paragraph. Discarding cigarette butts or other debris related to the use of tobacco products on the ground or in anyplace or object other than those designated for such waste products is prohibited.

d. Failure to comply with the prescribed policy subjects active and reserve Soldiers, family members, retirees, appropriated and non-appropriated civilian personnel to a variety of penalties. The penalty depends on the nature of the violation, the status of the offender and other relevant factors. Violation of Army policies subjects military and civilian personnel to a variety of potential administrative actions. Repeat violations can also result in the removal of personnel from activities and future barring from activities or the installation.

7-3. COMMERCIAL SOLICITATION

Any firm desiring to conduct business directly with people who live and / or work on the installation must apply, in writing, to the Directorate of Family & Morale, Welfare and Recreation for authorization to do business on post. Applications are reviewed to determine that:

- a. The company is properly licensed.
- b. The agent of the company is properly licensed (if required in his/her field of endeavor, such as real estate, life insurance, or mortgage lending).
- c. That the agent of the company has read and understands our requirements for doing business on post (AR 210-7).
- d. That the company agrees to abide by all of the requirements of our regulations. (Applications for insurance sales are quite lengthy and detailed, whereas applications for real estates sales are very simple.)

After receiving a written application, the Better Business Bureau, Georgia Office of Consumer's Affairs and / or the appropriate State agencies (Real Estate Commission, State Banking Commission) are contacted to determine the company's past history and current status. If no derogatory information is found, a letter is issued authorizing the agent to do business on the installation for one year, with the option of renewing annually. However, if the company's business or service appears to be in competition with AAFES, DeCA, or a NAF revenue generating activity, the request is first staffed through those activities and SJA for concurrence before final approval or disapproval is given. Any application which seems questionable is also staffed through the SJA before a final determination is made on approval or disapproval. For further Information, contact:

Directorate of Family and Morale, Welfare and Recreation (DFMWR)
ATTN: IMSE-MPH-MW

1386 Troop Row SW, Bldg 65
Fort McPherson, Georgia 30330-1069
Email: vinsond@forscom.army.mil
Tel: (404) 464-3915

7-4. FUNDRAISING

Properly established private organizations and unit / office informal funds (See Para 4-21, AR 600-20) may conduct occasional fund-raising events, such as bake sales or car washes, with prior written approval of the Garrison Commander. Military units and staff offices cannot conduct fund raising events. At this installation, the Garrison Commander has delegated responsibility for this program to the Director of Morale, Welfare and Recreation.

All requests to conduct a fund raising event should identify the group requesting the event, its proposed date, place, purpose, and who will actually conduct the event. Coordination must be completed with the manager of the location, facility or building where the event will be held. If food is to be sold, completion of a food handler's course is mandatory.

All requests for approval to conduct a fund raising event should be submitted in writing at least three weeks in advance of the event to:

Directorate of Family and Morale, Welfare and Recreation (DFMWR)
ATTN: IMSE-MPH-MW
1386 Troop Row SW, Bldg 65
Fort McPherson, Georgia 30330-1069

Once approved, an announcement of the event may be placed in the unofficial section of the Fort McPherson Bulletin.

For further information on this subject, please contact the DFMWR office at (404) 464-3915 or via email to: vinsond@forscom.army.mil

7-5 ALCOHOL AND DRUG USE FOR CIVILIAN EMPLOYEES

The use of alcoholic beverages while on duty is prohibited. Additionally, possession or

use of illegally obtained drugs on the job or on the premises of this installation is prohibited. Any use of alcohol or other drug that interferes with safe and efficient job performance will constitute cause for referral to the Employee Assistance Program and/or initiation of disciplinary action.

7-6. WORKERS' COMPENSATION PROCEDURES

Except in emergency situations, Workers' Compensation, also referred to as Federal Employees Compensation Act (FECA), is administered as a part of the installation Civilian Resource Conservation Program (CRCP). The installation CRCP is managed and administered by Installation Safety.

a. Responsibilities of Employees:

(1) Civilian employees injured on the job or becoming ill as a result of employment will immediately report the injury/illness to management. All injuries, regardless of severity, will be reported. Employees injured on the job or becoming ill as a result of employment will report to the Fort McPherson Occupational Health Clinic for medical evaluation. Medical treatment, at no cost to the employee, may be offered. Employees are not required to accept treatment from the clinic. If an employee is referred to a civilian facility or physician, the clinic will provide written authorization to the patient.

(2) Employees receiving medical treatment for on the job injury or illness, regardless of the source of treatment, will provide copies of medical documentation concerning their injury/illness to the CRCP administrator for inclusion in their case file.

(3) Employees receiving medical treatment for job related illness or injury will inform supervisors and the CRCP administrator of all changes in their medical status as soon as changes occur.

b. Responsibilities of Supervisors:

(1) Upon receiving a report of injury/illness to an employee, supervisors will ensure the accident causing the injury or circumstances relating to the illness are investigated and reported.

(2) Advise the CRCP administrator of any suspicion or information that a claim is fraudulent. Cooperate fully with the CRCP administrator regarding claim controversies and/or investigation of suspected fraudulent claims.

c. The CRCP Administrator will be the central processing point of contact for all claims originating at this installation. The CRCP administrator will receive completed claim forms, ensure proper completion of the forms, create a local case file and submit the forms to Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP) for case adjudication.

d. Directorates/Activities:
Establish procedures to ensure new supervisors/leaders of civilian employees receive initial training on CRCP within six months of assuming supervisory duties and thereafter refresher training at least every two years.

(1) Establish procedures to ensure supervisors/leaders are rated on their performance in support of the CRCP.

(2) Establish and monitor program to ensure that supervisors enforce safety practices/procedures and are rated on their performance.

(3) Establish procedures to provide light/limited duty for employees unable to fully perform their normal duties as a result of work related injury/illness.

7-7. HELICOPTER OPERATIONS

Helicopter operations into and out of Forts McPherson and Gillem are limited to daylight VFR operations by observation and utility helicopters only.

a. To land at Forts McPherson or Gillem, a Prior Permission Request (PPR) is

required. To obtain a PPR for landings/take-off(s) at Forts McPherson or Gillem, contact DPTMS at (404) 464-3390/2016. Fax is (404) 464-2846.

b. Request for operations into/out of Forts McPherson and Gillem will include:

- (1) Requesting unit.
- (2) Name and grade of the senior service member aboard the aircraft.
- (3) Name and grade of the Pilot in Command (PIC).
- (4) Type/number of aircraft.
- (5) Total number of personnel on aircraft(s).
- (6) Date(s)/Time(s) of landings and departures.
- (7) Originating location and final destination.
- (8) A copy will be provided to the Installation Aviation Safety Officer.

c. Procedures in current DoD Flight Information Publications (FLIP) VFR supplements will be followed.

Chapter 8 INSTALLATION CRIME PREVENTION PROGRAM

8-1. GOAL

The goal of the Crime Prevention Program is prevention of crime, directed toward precluding military/dependent(s) personnel and civilian employees from becoming subjects or victims of criminal activities, and the elimination or reduction of conditions conducive to crime by obtaining active participation by each Soldier and involvement of the entire community.

8-2. APPLICABILITY

Crime prevention is the responsibility of every Soldier/dependent(s), civilian and contract employee. Crime prevention can be successful only to the extent that every member of the military community has a

deep and vital concern for their personal safety and property.

8-3. RESPONSIBILITIES

Crime prevention is an individual as well as a command responsibility. The education of individuals in crime prevention is, therefore, an integral part of the program. Commanders at unit level will:

a. Prepare and implement an effective unit crime prevention program in accordance with this regulation. They will establish a written crime prevention Standard Operating Procedures (SOP) that includes security of personal property. They will also maintain crime prevention information on their bulletin board.

b. Ensure that all assigned personnel are provided a copy of the crime prevention (SOP) during in-processing. Subsequent crime prevention briefings of unit personnel will be accomplished by the unit commander on a semi-annual basis. Newly assigned personnel will be briefed on the subjects listed below:

- (1) Off-limit areas and establishments in the Fort McPherson and Fort Gillem area.
- (2) Hazards from excessive use of alcohol or other intoxicating beverages.
- (3) Hazards from use of narcotics and dangerous drugs.
- (4) Prohibited weapons.
- (5) Traffic control regulations.
- (6) Safeguarding of military and private property.
- (7) The conduct of regular unannounced health and welfare inspections to ensure that personnel are complying with the provisions of this regulation.

(8) Alertness for any indications of unit personnel committing crimes and of the existence of opportunities for committing crimes within their areas of responsibility.

c. Ensure that facilities are made available in their units for short duration storage of valuable

privately owned property (such as rings, watches, money, and other small high value items). Upon storing such items ensure the owner of the property is furnished a copy of the signed receipt for the goods turned in for temporary safekeeping. Such items will not be placed in the same container as classified material. Inventories will be made on items placed in safekeeping, at the discretion of the commander.

d. Ensure that their personnel are informed of, and comply with, the installation requirement to register privately owned weapons and vehicles at the DES Vehicle Registration Office.

e. Be alert for personnel who are excessively in debt, use alcohol intemperately, or use narcotics/habit-forming drugs. Inform the Provost Marshal, as required by AR 380-67 (Personnel Security Program).

f. Encourage unit personnel to use banking facilities rather than retain large sums of money in their possession reported which involves a member of their unit. After initial investigation by the Police, conduct an informal inquiry to determine if corrective action is needed to prevent recurrence.

g. Maintain high quality padlocks to be used by CQs for securing areas and containers found unsecured and unattended.

h. Establish a visitor control point with signs directing personnel to the visitor control point posted at all entrances to unit buildings.

i. Take prompt administrative, judicial or nonjudicial disciplinary action in regard to personnel committing offenses (as deemed appropriate).

j. Designate Unit Crime Prevention Officer and/or Crime Prevention NCO (E-6 or above) who is actively involved with the unit.

k. Publish a crime prevention SOP and a formal Crime Prevention Program outlining programs to be initiated and the results expected. The Crime Prevention SOP and Crime Prevention Program will be updated

annually or at any time a major change is required.

l. Conduct announced and unannounced inspections of the unit area utilizing the outline available by the DES. Results of these inspections will be maintained in the unit files for a period of one year. Inspections will be conducted monthly.

m. Activity Directors will:

(1) Establish, publish and implement a crime prevention program for their activity.

(2) Appoint in writing a Crime Prevention Officer, GS-7 or E-6 or above. The duties of the Crime Prevention Officer will include, but are not limited to, the following:

(a) Conduct announced and unannounced inspections of the activity area using the checklist available from the Provost Marshal's Office.

(b) Ensure all government property is marked for identification.

(c) Report all crimes involving employees to the Police.

(d) Provide written instructions to ensure all containers, windows, and doors are secured before leaving the building.

8-4. TYPES OF PREVENTION

There are several types of crime prevention activities of interest to staff agencies:

a. Prevention Achieved Through Mechanical Devices. This involves the use of locks, lights, safes, screens or windows, unmarked/marked patrol cars, electronic devices, helicopters, etc.

b. Prevention Achieved Through Control of Conditions. This is achieved through such actions as the operation of youth programs, enforcement and strict control of the sale of alcoholic beverages, transportation services, establishment of follow-up procedures on Police reports, control of access/egress to and from the installation, crime prevention through education, etc.

c. Prevention Achieved Through the Redirection of the Individual. This is achieved by confinement of individuals or by restricting their movement if they have committed an offense.

d. Prevention Achieved Through good Operational Security (OPSEC) measures. For instance, security badges that are required for access into secure facilities, should not be visibility worn by personnel in any location (on or off post) except in the required location.

8-5. CRIME PREVENTION PRECAUTIONS

a. Unit areas – General:

(1) Critical entrances and exits to buildings will be adequately lighted during hours of darkness. Commanders will closely examine lighting sources to ensure adequate lighting while simultaneously observing post energy conservation programs.

All entrances and exits (windows, doors, etc.) to buildings must be secured during non-duty hours.

(2) In the event a building is discovered unsecured during off-duty hours, the following actions will be taken immediately by the individual making the discovery.

(a) The DES will be notified.

(b) The senior person listed on the Fort McPherson Building Notification Roster will be notified and take the following actions:

(3) Personally secure the building after checking for damage and missing items.

(4) Ensure an inventory of all property is conducted immediately, if not possible, the beginning of the next workday. Any discrepancy will be reported to the DES for investigative purposes.

(5) Unauthorized personnel will be prohibited from entering unit areas. Visitors will be signed into and out of units after duty hours.

(6) Personnel who reside in the barracks

will secure their lockers with locks.

Commanders will advise personnel to utilize high quality locks. The suggested lock is key-operated, made of case hardened steel, and has mushroom or ball bearing driven tumblers.

(7) Personnel who occupy private rooms in barracks will keep their valuables secured while asleep and doors locked when the rooms are unoccupied.

(8) Personnel who have valuables will secure them when sleeping, when in latrines, and at any other times when unattended. Televisions, tape players, radios, and other items of value will be adequately secured, when not in use, preferably in secure storage.

(9) When personnel are unexpectedly absent from the unit (AWOL, leave, pass, hospital, etc.) their property will be appropriately inventoried and secured.

(10) Commanders will designate a portion of their assigned unit parking area exclusively for securing motorcycles/ bicycles.

(11) Keys will be accounted for in accordance with AR 190-11 and/or AR 190-51, as well as outlined in FM 19-30. Personally retained keys will be inventoried on a "show basis" monthly.

(12) Master keys retained by DES will only be used in the event of a true emergency (fire). DES keys will not be used for lockouts in administrative buildings. In family quarters, DES may assist lockouts after normal duty hours when no other alternatives exist and the administrative buildings. In family quarters, DES may assist lockouts after normal duty hours when no other alternatives exist and the individual can prove that he/she is the authorized occupant of the quarters to which they want access.

(13) There will be crime prevention posters depicting current themes conspicuously displayed throughout the unit area.

b. Unit Personal Property SOPs.

Commanders will require that all unit personnel read the unit SOP on security of personal property.

8-6. SECURITY OF PERSONAL FUNDS.

To preclude crime favorable conditions, unit commanders will take the following actions:

a. Unit field safes will not be maintained in unit arms rooms. When used to secure personal funds, unit safes will be secured to an immovable object by a chain and lock. An SF Form 702 (Security Container Check sheet) will be used to record opening, closing, and checks of the safe. Also, an SF Form 700 (Security Container Information) will be initiated and used to identify personnel to be contacted in the event the safe is found unsecured. If more than \$1,500 is stored in the unit safe, a dedicated armed guard will be utilized to safeguard the contents.

b. Money may be maintained in unit safes as a temporary measure. However, personnel should be encouraged to exchange cash for travelers' checks or money orders as expeditiously as possible.

c. Unit safes containing personal funds will be secured with a combination dial or padlock. In the event a safe is not available, continual surveillance will be maintained by on-duty personnel or after duty hours by SDNCO or guard. Strict accountability will be maintained at all times.

d. Receipts will be made for troop funds kept in unit safes by those personnel having access to such safes.

e. As part of the unit commander's policy on the safeguarding of personal funds, a limit of \$300 should be placed on the amount of cash an individual may personally secure in their billets area.

8-7. SECURITY OF PRIVATE PROPERTY IN GOVERNMENT QUARTERS

To reduce the number of larcenies and burglaries in housing areas, occupants will take

the following actions:

a. Ensure that all personal property is secured during the night and whenever members of the family leave the quarter's area for an extended period of time.

b. Notify the DES when the quarters will be unattended for more than 72 hours, to ensure that periodic checks of the quarters will be conducted by the Police.

c. Whenever quarters are vacated, occupants will ensure that all doors and windows are properly secured.

8-8. PRIVATELY OWNED AND GOVERNMENT VEHICLES

To reduce the number of vehicle thefts and the theft of property from unattended vehicles, individuals should take the following actions:

a. Ensure that any vehicle in their care is secured (all doors and windows secured) when the vehicle is left unattended for any length of time.

b. Items of value should not be left in the passenger compartment of the vehicle. Items should be locked in the trunk of the vehicle.

Chapter 9

FACILITY OCCUPANTS/CUSTOMERS /PARTNERS

9-1. GENERAL

There are four functional groupings of organizations assigned to an installation: The Garrison organizational element, the mission elements, supporting facility occupants/customers, and non-supporting facility occupants/customers. The latter three consist of what is commonly referred to as "facility occupants/customers." At Forts McPherson and Gillem, the below discussion helps further define these groupings:

a. Garrison organizations include all command and staff elements, which make up the US Army Garrison including the

command and staff personnel assigned to Headquarters Command.

b. Mission elements are those facility occupants/customers who are the primary reason for the garrison existence. This includes Southeast Region, IMCOM, FORSCOM, First US ArmyUSARCENT, Third Medical Command and US Army Reserve Command.

c. Supporting facility occupants/customers are those organizations, which support the other facility occupants/customers on the installation and assist the garrison in its support mission. This includes (but not limited to) such organizations as Lawrence Joel Army Health Clinic, Veterinary Services Clinic, Dental Command; Criminal Investigation Command; Center for Health Promotion and Preventive Medicine South, Army and Air Force.

d. Non-supporting facility occupants and/or occupants/customers are all other facility Occupants and/or customers who occupy administrative, warehouse, or motor pool areas. This category can include military units, National Guard, DoD organizations, Federal and State agencies, contractors, and even private and commercial organizations.

e. Support Agreements, are required with all military activities. These agreements are formal and prepared on DD Form 1144, Support Agreement. The SA will stipulate the level of support the garrison will provide the customers and partners and any funding or reimbursement arrangements. Support Agreements, which contain financial provisions, are normally reviewed annually. Non-financial SAs are normally reviewed tri-annually or as specified in the SA. The Directorate of Resource Management is responsible for the drafting, negotiation and management of SAs for the Installation Commander.

9-2. OCCUPANTS/CUSTOMERS/PARTNERS RESPONSIBILITIES.

Any organization that is a Customer or Partner

on either Fort McPherson or Fort Gillem incurs certain responsibilities by virtue of being assigned space on the installation. All occupants, customers, and partners must abide by the requirements within this regulation.

a. Occupants, Customers and Partners are expected to provide the garrison general information about their organization and its leadership. This data is maintained on IMSE-MPH 50-E, Tenant Unit Data.

(1) Data provided includes the organization's name, address, and key phone numbers of the organization, along with emergency notification (i.e., after duty hours) information.

(2) This form must be completed by the Customer or Partner upon assignment to any facility and must include assignments for Fire Marshall, Energy Officer and Environmental Compliance Officer, and must be updated as changes occur. Submit changes to Directorate of Plans, Training, Mobilization and Security (DPTMS), for inclusion in the Staff Duty Officer's book.

b. Liability LAW AR 735-5. Customers and Partners are liable for any damage to assigned facilities and related equipment or furnishings, which are due to the occupant's abuse or neglect.

c. Maintenance:

(1) Standards. Customers and Partners are responsible for the general maintenance of their assigned facilities to ensure the presentation of a neat, clean, safe, functional and generally acceptable appearance.

(2) Vegetation. Trees, shrubs, vines and hedges may not be removed without written permission from DPW.

(3) Pesticide and Herbicide Use. Pesticides and herbicides application; contractors who contract to apply pesticides or herbicides must have a valid Pesticide Contractors License, the applicator must have a valid Pesticide Applicator's License both issued from the Georgia Department of Agriculture.

DOD personnel applying pesticides and herbicides must have a valid DOD applicators certification or a valid Georgia Department of Agriculture Applicators certification. Records must be kept and forwarded to the Pest Management Program Manager. Obtain a Service Order to get pests and vegetation under control.

d. Policing. The general appearance of the installation is everyone's responsibility.

e. Hazardous Waste Disposal. As required by AR 200-1, Environmental Protection and Enhancement, all customers and partners must pay for the cost of hazardous waste disposal.

f. Environmental Compliance. As required by AR 200-1, each Commander and Director must appoint and train (an) Environmental Compliance Officer(s) (ECO) to ensure operational compliance and coordination with installation environmental staff. Copies of ECO appointments shall be forwarded to the Garrison Environmental Division. Chief customers and/or partners are responsible for paying any fines incurred as a result of their activities.

g. Energy and Water Conservation Officer. Each Commander and Director must appoint an Energy and Water Conservation Officer (EWCO) for their organization. The EWCO is responsible to monitor and implement energy and water conservation measures. If a facility is occupied by more than one organization, then each occupied section will be required to have a BEM. Copies of EWCO appointments shall be forwarded to the DPW, EP&S Division, Energy Program Manager at Fort McPherson. The Manager may be reached at 404-464-4177.

h. The Directorate of Public Works (DPW) has overall functional responsibility for Engineering operations, which include, but are not limited to, engineer troop construction programs, off-post support coordination; coordination of self-help programs, off-post support coordination; coordination of engineering support for mobilization and other contingency activities; and base closure

coordination. Therefore, the DPW must be notified prior:

(1) All construction/alterations on Fort McPherson or Fort Gillem. Each organization is responsible for coordinating with his or her Facility Manager. DPW will coordinate with all other appropriate offices (Environmental, Fire Prevention, Safety Office, etc.).

(2) The customer/partner may contact Fire Prevention Office (Life Safety Code and National Fire Code), 404-464-3956 and/or the Safety Office, 404-464-3479, prior to submitting their Facility Engineering Work Request, DA Form 4283.

9-3. SPACE UTILIZATION

The DPW is the staff proponent for space utilization. Space is divided into four categories: administrative, storage, motor pool, and special purpose (such as laboratory, SCIF, arms room, etc.). Installation facility occupants/customers will not sub-lease or gratuitously allow another activity or unit cell to share their space. All activities in need of space will contact the DPW space manager. Installation facility occupants/customers caught violating this rule will be subject to immediate eviction.

a. Requests for Space.

Organizations desiring space should submit their requests in writing to:

Director of Public Works
ATTN: Engineering Services Division
1322 Cobb Street SW
Fort McPherson, GA 30330-1075

Requests must provide information as to the organization's mission, number of assigned personnel, type and amount of equipment, and an estimate on the amount of space needed for each category, and the estimated duration of use. Space is assigned facility occupants/customers using standard Department of the Army guidance as contained in AR 405-70, Utilization of Real Property as a guide.

b. Space Management Meetings serve as an open forum to discuss organizational needs for space. All facility occupants/customers who occupy space or organizations that desire space should send a representative to the meeting.

c. Priority for Assignment. When there are competing demands for the same space, the general priority for assignment of space will be based on the category of the organization. The basic categories (in priority) are as follows:

- (1) US Army Garrison Organizations.
- (2) Supporting Facility occupants/customers.
- (3) Mission Facility occupants/customers.
- (4) Non-Supporting Facility occupants/customers:
 - (a) Active Component TO&E.
 - (b) Active Component TDA.
 - (c) Reserve Comp TO&E.
 - (d) Reserve Component TDA.
 - (e) Other DoD.
 - (f) Army National Guard.
 - (g) Other Governmental.
 - (h) Private & Commercial Organizations.

d. Maximized Use of Storage. Covered storage space (warehouse) is at a premium. Therefore, organizations are required to make maximum use of the space assigned to include vertical space. All organizations are expected to own and utilize standard industrial shelving and store items to a height not less than 3 levels above ground (four levels high in center of bays where space permits).

e. Motor Pools: Motor pool space must be maintained just as any other facility on the installation. Motor pools are for the sole use of storing/parking US Government vehicles. As an exception, organizations may request permission for temporary storage of POVs during prolonged unit deployments.

(1) Fences. When possible, motor pool space should be completely surrounded by fencing using chain-linked materials as specified in the installation design guides. In addition, all facility occupants/customers are

expected to purchase and maintain green cloth screening material to cover their fences.

(2) Tactical Vehicles. All tactical vehicles are expected to be stored in fenced motor pools.

9-4. MEETINGS

The smooth running of the Forts McPherson and Gillem communities mandate having certain meetings to disseminate critical information to the facility occupants, customers, and partners. At the same time, the meetings permit organizations the opportunity to provide vital feedback to the Installation Commander and staff on how the garrison can best support them and their mission. In order to facilitate this communication flow, there are several recurring meetings at which each organization must have a designated representative. The following meetings are hosted by the Installation Commander and must have representation from:

- a. Installation Planning Board (meets semiannually).
- b. Community Forum Agenda (meets the first Tuesday quarterly).
- c. Army Family Action Plan (meets annually).
- d. Safety and Occupational Health Advisory Council (meets quarterly).
- e. Force Protection Council (Meets semiannually).

Chapter 10

INSTALLATION ACCESS

10-1. GENERAL.

a. Access to Fort McPherson/Fort Gillem is restricted to persons with a valid and authorized purpose. Unauthorized entry is prohibited.

b. All persons and vehicles are subject to identification and inspection upon entering the installation, while on the installation, and/or leaving the installation.

c. All personnel must present valid photo identification. Persons without one of the photo

IDs listed below will be denied access unless otherwise approved by the Installation DES. Children under the age of 18 who are passengers in a vehicle driven by their parent/guardian are not required to show an ID.

- (1) DD Form 2
- (2) Common Access Card
- (3) DD Form 1173/1173-1
- (4) DD Form 354
- (5) DA Form 1602
- (6) DD Form 2574
- (7) Valid State Driver's License.

(8) United States Passports. Valid only for individuals who have no other form of identification and are under escort by an authorized DoD cardholder.

d. Access control measures are dependent upon the installation FPCON, and may change without notice.

e. Visitors and vehicles without a DoD decal will be inspected and issued a temporary pass.

f. Non-affiliated guests must be sponsored and escorted onto post by an authorized DoD cardholder between the hours of 2100 - 0600.

g. Non-affiliated persons who have family members employed on the installation may be eligible to receive a DA Form 1602 ID card or VRS pass. Contact the ID card section in Bldg 181 or the Vehicle Registration Office for more information.

10-2. AUTHORIZED GATES.

The following gates are the only authorized access points for entry onto Fort McPherson and Fort Gillem.

a. Fort McPherson.

(1) Main Gate (Astor Ave): Open 24 hours a day, 7 days a week for all vehicles.

(2) Lee Street Gate (Lee St.): Open Mon - Fri, 0600-0900, 1100-1300, and 1500-1800, outbound only, for passenger vehicles with a DoD decal only. Closed on federal holidays.

b. Fort Gillem.

(1) McIntosh Gate (Moreland Ave): Open 24 hours a day, 7 days a week for passenger vehicles only.

(2) Iverson Gate (Jonesboro Rd): Open Mon - Fri, 0600-1300, 1500-1800 for outbound passenger vehicles only. Closed on federal holidays.

(3) Flankers Gate (Flankers Road): Open 0600-2130, 7 days a week for commercial trucks and emergency vehicles only.

10-3. SPECIAL VEHICLE REQUIREMENTS.

a. Hazardous Cargo Vehicles. Placarded vehicles carrying ammunition, fuel, propane, or other explosive/hazardous cargo must have a police escort. These vehicles will not be allowed on the installation until a POC from the receiving activity/agency verifies the organization is expecting the delivery.

b. Media. All media personnel/vehicles must have an escort from the Garrison Public Affairs Office.

c. Taxicabs.

(1) Taxicabs will be allowed access to Fort McPherson or Fort Gillem, when transporting passengers in possession of one of the approved forms of identification listed above.

(2) Taxicabs without passengers must provide a name, phone number and location for the individual they wish to pick up. Upon verification of the fare, the taxicab will be allowed access.

10-4. PEDESTRIANS/MOTORCYCLES/BICYCLES.

a. All pedestrians and bicycles must stop to render proper identification.

b. Riders must adhere to equipment requirements contained in this regulation.

c. Motorcycle riders must remove their helmet for ID verification if the helmet or face mask obscures or hides the face from view.

**APPENDIX A
REFERENCES**

**SECTION I
REQUIRED PUBLICATIONS**

DOD Dir 3025.15

Military Assistance to Civil Authorities

AR 1-20

Legislative Liaison

AR 25-50

Preparing and Managing Correspondence

AR 30-22

Army Food Program

AR 55-355

Defense Traffic Management Regulation

AR 60-20

**Army Air Forces Exchange Service Operating
Policies**

AR 190-11

**Physical Security of Arms Ammunition and
Explosives**

AR 190-51

Security of Unclassified Army Property

AR 210-50

Family Housing Management

AR 215-1

**Administrative of Morale, Welfare, and
Recreation Activities and Non-appropriated
Fund Instrumentalities**

AR 215-3

**Non-appropriated Fund Personnel Policies and
Procedures**

AR 380-67

**The Department of Army Personnel Security
Program**

AR 385-10

The Army Safety Program

AR 385-63

Range Safety

AR 420-1

Commercial Solicitation on Army Installations

AR 600-20

Army Command Policy

AR 608-18

The Army Family Advocacy Program

AR 735-5

**Policies and Procedures for Property
Accountability**

FM 19-30n

Physical Security

Fort McPherson Regulation 40 -1

Animal Control and Disease Prevention

Fort McPherson Regulation 40 -2 Veterinary

Subsistence Inspections

Fort McPherson Regulation 385-10

Army Safety Program

FORSCOM Memo 1-11

Staff Administrative Procedures

SECTION II

RELATED PUBLICATIONS

AR 190-5

Motor Vehicle Traffic Regulation

**AR 220-45
Duty Roster**

**AR 670-1
Wear and Appearance of Army Uniforms
and Insignia**

**Uniform Code of Military Justice- Article
134**

**18 U.S.C. section 13 – Assimilative Crimes
Act.**

**50 U.S.C., Section 797 – Internal Security
Act of 1950.**

**OFFICIAL CODE OF GEORGIA
ANNOTATED, Section 40-6-14
Limits on sound volume**

**OFFICIAL CODE OF GEORGIA
ANNOTATED, Section 40-6-315
Headgear and eye-protective devices for
Motorcycle riders**

**OFFICIAL CODE OF GEORGIA
ANNOTATED, Section 40-6-352
Protective Headgear (Mopeds)**

**OFFICIAL CODE OF GEORGIA
ANNOTATED, Section 16-12-170 thru 173
Sales of Tobacco from vending machines**

**OFFICIAL CODE OF GEORGIA
ANNOTATED, Section 16-7-43
LITTERING**

BOMB THREAT REPORT FORM

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY OTHER PERSONNEL/ OFFICE CHIEF BY PREARRANGED SIGNAL TO CALL THE DESK SERGEANT WHILE THE CALLER IS ON LINE.

DATE: _____ TIME _____ AM ☐ PM ☐

Exact words of person placing call:

QUESTIONS TO ASK:

1. When is bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

TRY TO DETERMINE THE FOLLOWING (Check as appropriate)

Caller's Identification: Male ☐ Female ☐ Adult ☐ Juvenile ☐ Age

Voice: Loud ☐ Soft ☐ High Pitch ☐ Deep ☐ Raspy ☐ Pleasant ☐ Intoxicated ☐

Other: _____

Accent: Local ☐ Not Local ☐ Foreign ☐ Region ☐

Speech: Fast ☐ Slow ☐ Distinct ☐ Distorted ☐ Stutter ☐ Nasal ☐ Sturred ☐ Lisp ☐

Language: Excellent ☐ Good ☐ Fair ☐ Poor ☐ Foul ☐ Other _____

Manner: Calm ☐ Angry ☐ Rational ☐ Irrational ☐ Coherent ☐ Incoherent ☐
Deliberate ☐ Emotional ☐ Righteous ☐ Laughing ☐ Intoxicated ☐

Background Noises: _____

ADDITIONAL INFORMATION:

ACTION TO TAKE IMMEDIATELY AFTER CALL: Dispatch the Patrol Supervisor and necessary patrols to the scene. Then notify the personnel listed in paragraph 3b of the Bomb Threat S.O.P.

RECEIVING TELEPHONE NUMBER

PERSON RECEIVING CALL

Figure 1